



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
SAN DIEGO, CALIFORNIA 92140-5001

DepO P1900.6B  
1A  
22 Jun 93

DEPOT ORDER P1900.6B

From: Commanding General  
To: Distribution List

Subj: SOP FOR SEPARATIONS (SHORT TITLE: SEPSOP)

Ref: (a) MCO P1900.16D (MARCORSEPMAN) (NOTAL)

Encl: (1) LOCATOR SHEET

1. Purpose. To outline Depot policy and prescribe administrative procedures to be followed in recommending recruits and permanent personnel for discharge and release from active service.
2. Cancellation. DepO P1900.6A.
3. Information. MCO P1900.16 provides general guidance on the discharge and release from active service of permanent personnel and recruits. MCO P1900.16 will be used in conjunction with this Manual when processing and recommending permanent personnel and recruits for separation.
4. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed. Separation procedures have been updated and clarified throughout this Manual.
5. Action. Commanding Officer's and all personnel involved with the administration of discharges and release from active service, shall be thoroughly acquainted with the contents of this Manual.
6. Recommendations. Forward recommended changes to this Manual to the Commanding General (Attn: Dep Adj), via the chain of command.
7. Applicability. This Manual is applicable to all organizations over which the Commanding General, MCRD/WRR San Diego, California exercises jurisdiction for discharges and release from active service.
8. Certification. Reviewed and approved this date.

G. E. SMITH  
Chief of Staff

DISTRIBUTION: I, IX



DepO P1900.6B  
22 Jun 93

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ENCLOSURE (1)



# SEPSOP

## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change



# SEPSOP

## CONTENTS

### CHAPTER

- 1 GENERAL ADMINISTRATION
- 2 RECRUIT DISCHARGES
- 3 PERMANENT PERSONNEL DISCHARGES
- 4 RELEASE FROM ACTIVE DUTY

### APPENDIX

- A FORMAT FOR REASSIGNMENT TO SUPPORT BATTALION,  
RECRUIT TRAINING REGIMENT
- B FORMAT FOR REASSIGNMENT TO A RECRUIT TRAINING  
BATTALION
- C RECOMMENDATION FOR ADMIN DISCHARGE, MCRD FORM  
1900/17
- D ENTRY LEVEL PERFORMANCE AND CONDUCT
- E PROCEDURES FOR PROCESSING MINORITY (UNDER AGE 17)  
ENLISTMENTS
- F PROCEDURES FOR PROCESSING MINORITY (AGE 17 WITHOUT  
PARENTAL CONSENT) ENLISTMENTS
- G DEFECTIVE ENLISTMENT AND INDUCTION
- H RECOMMENDATION FOR ADMINISTRATIVE ENTRY LEVEL  
SEPARATION (ERRONEOUS ENLISTMENT)
- I DISCHARGE OR RELEASE FROM ACTIVE DUTY FOR REASON OF  
DEPENDENCY OR HARDSHIP
- J EXISTED PRIOR TO ENTRY (EPTE) MEDICAL BOARD
- K DEFECTIVE ENLISTMENT AND INDUCTION - ERRONEOUS  
ENLISTMENT
- L SEPARATION IN LIEU OF TRIAL BY COURT-MARTIAL (SILT)
- M PROCESSING OF AN INCREMENTAL INITIAL ACTIVE DUTY  
FOR TRAINING (IIADT) 84-DAY RESERVIST
- N MISCONDUCT (NORMALLY PERMANENT PERSONNEL)
- O DISCHARGE FOR HOMOSEXUALITY

## SEPSOP

### APPENDIX

- P            SEPARATION FOR PSEUDOFOLLICULITIS BARBAE
- Q            SEPARATION OF PREGNANT MARINES



SEPSOP

CHAPTER 1

GENERAL ADMINISTRATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
BASIC GUIDELINES . . . . .	1000	1-3
DISCHARGE AUTHORITY . . . . .	1001	1-5
SEPARATION PROCESSING SCHEDULE . . . . .	1002	1-6
LEAVE PENDING FINAL DISPOSITION . . . . .	1003	1-8
ADMIN DISCHARGE BOARDS . . . . .	1004	1-9
IN HANDS OF CIVIL AUTHORITIES (IHCA)/ EXTRADITION . . . . .	1005	1-10
PROCESSING TIME GOALS . . . . .	1006	1-11

FIGURE

1-1	NOTIFICATION OF DELAYED ENLISTMENT PROGRAM/SELECTED MARINE CORPS RESERVE DISCHARGE . . . . .	1-13
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# SEPSOP

## CHAPTER 1

### GENERAL ADMINISTRATION

#### 1000. BASIC GUIDELINES

1. This Manual provides interpretation of higher authority directives as they pertain to the discharge/separation of recruits or permanent personnel assigned to this Command. Procedures described in this Manual, for processing recruits/permanent personnel for discharge or release from active service, will be strictly followed. It is the responsibility of everyone involved in the recruit training process or the supervision of permanent personnel to exercise every leadership and training technique available to ensure that each individual is given the opportunity to succeed. When all appropriate means have been exhausted, and it becomes apparent the individual cannot or will not respond, then a recommendation for discharge will be initiated. Refer to MCO P1900.16 on separation situations not covered in this Manual.

2. Headquarters and Service Battalion. The discharge, release from active duty, transfer to the FMCR, and retirement of all permanent personnel assigned to Headquarters and Service Battalion will be accomplished by Headquarter and Service Battalion (S-1).

3. Recruit Training Regiment. The discharge, release from active duty, transfer to the FMCR, and retirement of all permanent personnel assigned to Recruit Training Regiment will be accomplished by Recruit Training Regiment (PAC). The discharge and release from active duty of all recruits will be accomplished by the Commanding Officer, Support Battalion, (Recruit Separations Section).

4. Weapons and Field Training Battalion, and other Activities. The Commanding Officer's of Weapons and Field Training Battalion, and those organizations in which the Commanding General is the GCM Authority, (i.e. MCD's, MARDET's), are responsible for discharging, release from active duty, transfer to the FMCR, and retirement of all permanent personnel assigned under their cognizance.

5. Discharge Recommendations requiring Commanding General's Approval. Discharge recommendations requiring the Commanding General's approval, (normally non-EAS recommendations) will be submitted to this Headquarters, via the chain of command for processing. Upon approval of such discharges, Commanding Officer's will accomplish the separation requirements, as required.

6. Notification to the Finance Office. To facilitate separation processing by the Depot Finance Office, the required separation documents, i.e., NAVMC 11060, orders, recoupment letters, and similar items will be forwarded to the Depot Finance Office, ten working days prior to the effective date of separation.

a. Recruits, with the exception of fraudulent enlistments, will depart the Depot with no less than \$50.00 pocket money. If this pocket money is a result of liquidating a coupon book, the requirement is met. If not, the Finance Office will pay the recruit \$50.00 on day of discharge and deduct that payment from his final settlement.

b. In the case of fraudulent enlistment discharges, the Finance Officer will utilize the provision in the DoDPM for the payment of discharge gratuity.

c. The Finance Officer, when practical, will attempt to make final settlement for recruits prior to discharge. However, final settlement of accrued pay and allowances can be mailed to the recruit no later than twenty days after separation.

d. Final settlement of monetary entitlement concerning permanent personnel will be made prior to separation. If separation documents are not received within 10 working days prior to the separation date, travel entitlements will be paid. The final separation payment will be mailed to the member's permanent mailing address no later than 15 working days after receipt of substantiating separation documents.

7. Depot Discharge Section (Depot Adjutant Division). In addition to other specified duties, the function of this section is to receive, record, process, monitor, and prepare the Commanding General's endorsement for all non-EAS admin discharges and recruit admin discharges processed by this Command. This section also forwards all such discharges either for review or final action.

a. Non-EAS Admin Discharge Processing. Upon receipt of a discharge recommendation, this section reviews and researches the case in its entirety, for accuracy and correctness. Once the recommendation is reviewed, the Commanding General's endorsement is prepared and the completed package is submitted to the Depot Adjutant for final review prior to the Commanding General's review/approval.

b. Recruit Discharge Processing. After this section prepares the recommendation for the Commanding General's approval, the case is forwarded to (1) Assistant Chief of Staff, Recruiting for Detectability Code; and (2) the Depot Adjutant for a final admin review prior to signature by the Commanding General. Action taken following signature by the Commanding General is determined by the Identification (ID) of the final discharge authority, as specified in MCO P1900.16 and other directives. When the Commanding General is the final authority, the case is returned to the Depot Discharge Section for preparation of the Depot Special Order directing discharge. When final authority for discharge rests with the Commandant of the Marine Corps (or any higher echelon), the case is forwarded by the Depot Discharge Section (with a copy forwarded to the individual's command).

8. Commanding Officer's will ensure that all Marines separating, regardless of reason, complete the pre-separation/transition action briefings; Transition Assistance Management Program (TAMP) and Transition Assistance Program (TAP).

9. Separation Physical Examination

a. Commanding Officer's of all Depot units will ensure permanent personnel, who are to be separated/released from active duty, report to the Physical Examination Office of the Branch Clinic, NRMCC, San Diego, with an original and one copy of MCRD Form 6150/8, not less than 90 working days prior to separation. In order that proper disposition may be made of the health record, the Physical Examination Office will ensure that each individual's health record is properly closed and disposition effected. This will be accomplished by effecting the authority, indicating date of discharge, and confirming the SSN from the MCRD Form 6150/8. The Physical Examination will include the HIV Testing requirements.

b. Commanding Officer's will ensure permanent personnel have been afforded every opportunity to resolve all dental needs within the last 90 days of their enlistment. If this cannot be accomplished prior to separation, and the Marine has served more than 180 days of active duty, he will be eligible for veterans' benefits, as outlined in paragraph 1002.4b of this Manual.

c. Separation physical examinations for recruit personnel are a function of the Recruit Separations Section. This section will ensure that every recruit is found physically fit, by competent medical authority, prior to effecting the discharge.

10. Other Separations. Separation cases/proceedings that are not covered in this Manual will be processed pursuant to MCO P1900.16.

1001. DISCHARGE AUTHORITY

1. The Commanding General is the discharge authority. District Commanding Officer's may discharge reservists, who are members of the Delayed Enlistment Program, or members of the SMCR awaiting initial active duty for training, under the provisions of paragraph 6205 of MCO P1900.16. In this situation, the member receives neither a DD Form 214 nor a discharge certificate; consequently, the Notification of Delayed Entry Program/SMCR Discharge letter in the format outlined in figure 1-1 will be delivered.

2. In accordance with paragraph 6307.2a of MCO P1900.16, the Commanding General may delegate signature authority for discharges to the Commanding Officer, Recruit Training Regiment for recruits only.

1002. SEPARATION PROCESSING SCHEDULE

1. Recruits. Upon determination that a recruit will not complete recruit training, and the decision for discharge is made, the recruit will be reassigned to the Recruit Separations Section, Support Battalion, Recruit Training Regiment, for processing and discharge. Once the recruit is assigned to Support Battalion, the Commanding Officer, Support Battalion has Special Court-Martial Authority over all recruits assigned within. The Commanding Officer's of the Recruit Training Battalions are granted authority to reassign the following classifications of recruit casualties to Support Battalion:

- a. Pending medical recommendation (EPTE/PEB Medical Board).
- b. Hospitalized in excess of 30 days.
- c. Determined to be dischargeable in accordance with Chapter 2 of this Manual and MCO P1900.16.
- d. IHCA or delivered to civil authorities on civil charges which may reasonably be expected to result in an admin discharge.
- e. Requested an Admin Discharge Board.
- f. Received a recommendation for discharge from appropriate medical authority.
- g. Received a punitive discharge as a result of a court-martial when transfer to the U.S. Navy Disciplinary Command was not warranted.
- h. Has a record, military or civilian, which indicates a basis for an admin discharge, as set forth in Chapter 6 of MCO P1900.16.
- i. Recruits returned, who were declared deserters.

2. The format for reassignment orders is shown in Appendix A.

a. The Recruit Separation Section will receipt for the individual recruit and his records (receipt for records only will be made when the recruit is unavailable, i.e., hospitalized, deserter, etc.). Commanding Officer's will establish positive means of control to ensure that the transfer of records and personnel are completed in a timely manner. In those cases where the recruit is able to report in person, he will be delivered on the effective date of transfer with the following:

- (1) SRB, Health and Dental Records
- (2) Training record

(3) Reassignment orders

(4) Individual clothing

(5) Personal effects

(6) Admin discharge package. For recruits who are designated for discharge while at Receiving Barracks, the Recruit Separations Section will prepare the discharge package.

b. The Recruit Separations Section will be prepared to receive recruit personnel Monday through Friday, exclusive of holidays, between the hours of 0730 and 0800.

c. Recruits who do not meet the reassignment criteria outlined above will not be accepted by the Recruit Separations Section.

d. Unless specific situations arise and are agreed upon by the Depot Adjutant, Finance Officer, Traffic Management Officer (TMO), and the Commanding Officer Support Battalion, each recruit awaiting discharge will be separated on the fourth working day after arrival at the Recruit Separations Section. Recruits awaiting medical EPTE, Medical Board results will be separated upon completion of all necessary medical documents.

e. The Commanding Officer, Support Battalion is authorized to effect the reassignment of recruit casualties, back to their respective training battalions, provided the recruit meets the following criteria:

(1) Return to duty is directed by higher headquarters.

(2) Return to duty is directed by appropriate medical authorities.

3. The format for the reassignment order is shown in Appendix B. Each reassignment order will be numbered consecutively by calendar year, i.e., 1-93, 2-93, etc.

#### 4. Permanent Personnel

a. Processing of permanent personnel who have reached their normal EAS, retiring, or transferring to the FMCR will be accomplished in accordance with MCO P1900.16. Every effort will be made to ensure that the Marines SRB/OQR and training requirements are either recorded and/or reported on the unit diary. Commanding Officer's will ensure that separation physical examinations are completed as outlined in paragraph 1000.8 of this Manual, prior to the separation of the Marine.

b. Marines being separated who have served more than 180 days of active service shall be provided a written explanation of

Veterans Administration (VA) dental eligibility. This statement will be signed by the Marine and placed on the document side of the SRB:

"I, (Marine's name), have been counseled concerning the VA dental treatment eligibility requirements. I understand that application for VA dental outpatient treatment must be made within 90 days of discharge/separation from active duty. I further understand that if a complete dental examination and all appropriate dental services and treatment were completed within 90 days of discharge/separation from active duty, I will not be eligible for VA dental outpatient treatment."

Marine's signature	Date
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c. Commanding Officer's will ensure an appropriate entry is recorded on the DD Form 214 as to the Marine's eligibility, based on page 11 entry and dental record (Class I, II, and III) presented by the Marine during discharge processing.

1003. LEAVE PENDING FINAL DISPOSITION. Personnel who request one of the below-listed types of leave in conjunction with separation will be processed for leave and final disposition in accordance with MCO P1050.3 and MCO P1900.16.

1. Leave in conjunction with separation may be authorized in accordance with the provisions of MCO P1050.3. The provisions in which the granting of annual leave apply equally to leave in conjunction with separation. Consequently, the commander authorized to grant leave is not bound to grant leave to a Marine who is separating, retiring, or transferring to the FMCR.

2. The following policy will apply in requesting and granting leave in conjunction with separation:

a. Leave will be granted by the Commanding Officer authorized to grant leave.

b. No replacement will be provided for a Marine in a separation leave status until otherwise normally due.

c. Up to 90 days leave may be authorized.

d. If leave is in conjunction with a request for resignation, retirement, or transfer to the FMCR, the appropriate separation request must be submitted at least 120 days prior to the effective date of separation plus the amount of leave to be taken.

3. Awaiting Orders for Separation (AOS) Leave. AOS leave for Physical Evaluation Board proceedings will be administered under MCO P1900.16.



#### 4. Appellate Leave

a. Appellate leave is designed to place those individuals sentenced by courts-martial to a punitive discharge, or awaiting completion of involuntary admin discharge proceedings, who cannot be given useful duties, and whose continued presence is not in the best interests of the Marine Corps, on voluntary or involuntary leave while awaiting completion of review. Appellate leave, whether voluntary or involuntary, must be approved by the officer exercising GCM jurisdiction over the member. Involuntary leave is not authorized in the case of a Marine awaiting admin discharge. Prior to the approval of the request, all requirements imposed by MCO P1050.3 and this Manual shall be accomplished. A member may be paid for any positive leave balance (LSL) when ordered to involuntary appellate leave.

b. All required documents for voluntary or involuntary appellate leave shall be completed and submitted to the Commanding General (AC/S, SJA) via the appropriate chain of command for endorsements recommending approval/disapproval. In the case of both voluntary and involuntary appellate leave, the officer exercising Special Court-Martial jurisdiction over the accused shall ensure that the requirements contained in DepO P5800.13 are accomplished prior to forwarding the request to the Commanding General.

c. The Assistant Chief of Staff, Staff Judge Advocate shall check all Appellate Leave documents for completeness and determine if required forms have been properly executed. The Assistant Chief of Staff, Staff Judge Advocate shall ensure that a properly executed power of attorney, in accordance with Section 0120e(4), 0121a(3), and Appendix A-1-j of the JAGMAN, is placed in each copy of the record of trial prior to the approval of the request. No accused shall be permitted to go on appellate leave without executing the power of attorney.

d. Upon determination by the Assistant Chief of Staff, Staff Judge Advocate that the appellate leave documents are complete, the documents shall be forwarded to the Depot Adjutant.

1004. ADMIN DISCHARGE BOARDS. Tables 6-1 and 6-2 of MCO P1900.16 provide guidance as to who and what type of discharges may rate an Admin Discharge Board.

1. An admin discharge may not be effected without Admin Discharge Board proceedings in the following cases:

a. Conviction of the Government, Erroneous Enlistment, Unsatisfactory Performance, Homosexuality, Drug Abuse, and Alcohol Abuse if the member has six or more years of active and inactive service.

b. Fraudulent Enlistment, and the member has six or more years of active and inactive service, or an other than honorable discharge is recommended.

c. Misconduct.

d. The member does not waive, as prescribed elsewhere in MCO P1900.16, the right to present his/her case before an Admin Discharge Board.

e. The member waives, as prescribed elsewhere in MCO P1900.16, the right to present his/her case before an admin discharge board, but such waiver is disapproved by the discharge authority who directs referral of the member's case to an Admin Discharge Board.

2. An admin discharge may be effected without Admin Discharge Board proceedings in the following cases:

a. In cases where a member requests separation in lieu of trial within the purview of MCO P1900.16.

b. In a case where the member waives his/her right to board action under the conditions prescribed elsewhere in Chapter 6 of MCO P1900.16, and such waiver is not disapproved by the discharge authority.

#### 1005. IN HANDS OF CIVIL AUTHORITIES(IHCA)/EXTRADITION

##### 1. General

a. Commanders may process Marines for admin separation who are convicted by civilian authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty, including similar adjudications in juvenile proceedings, when the specific circumstances of the offense warrant separation, and the following conditions are present:

(1) A punitive discharge would be authorized for the same or a closely related offense under the Manual for Courts-Martial or;

(2) The sentence by civilian authorities includes confinement for six months or more without regard to suspension or probation.

b. Separation processing may be initiated whether or not a Marine has filed an appeal of civilian conviction or has stated an intention to do so. However, execution of an approved separation should be withheld pending outcome of the appeal or until the time for appeal has passed, unless the Marine has requested separation or the member's separation has been requested by Commandant of the Marine Corps. Such requests must be approved by

the Secretaru of the Navy, who may direct that the member be separated prior to final action on the appeal.

2. Permanent Personnel. Commanding Officer's who identify a Marine on their rolls who is IHCA will:

a. Upon reasonable assurance that there is probable cause and that the Marine may be guilty of committing the crime, or after 30 days confinement, will be processed for admin separation.

b. Record page 11 entries in the Marine's SRB concerning the known facts of his incarceration, i.e., where, when, and why.

3. Recruits. Recruits who are IHCA will be transferred by service records to the Commanding Officer Support Battalion. Appropriate page 11 entries, regarding their confinement or conviction of civil offenses will be recorded prior to transfer, which will be detrimental in the recruits admin discharge proceedings, along with appropriate reassignment orders.

4. Marines Not Stationed at MCRD. Any Marine who is physically confined at the Metropolitan Correctional Center and who is not a member of MCRD, San Diego will be placed under the cognizance of the Commanding Officer, Headquarters and Service Battalion. The Commanding Officer, Headquarters and Service Battalion will provide admin assistance and coordination with the Marine's parent command. Admin assistance to the parent command will include, but not be limited to:

a. Monitoring, and when requested, providing copies of the court proceedings and findings to the parent command.

b. Administering the "Notification of Rights" form to the individual and ensuring its delivery to the parent command.

c. Administering the physical for discharge, through the Metropolitan Correctional Center's Health Department, and ensuring delivery to the parent command.

d. Assisting in the delivery of the individual discharge documents.

5. Extradition of Marines/Recruits from MCRD. Any request received from civilian authorities for an arrest or extradition will be referred to the Assistant Chief of Staff, Staff Judge Advocate for appropriate action. Any Marine or recruit who is extradited from MCRD San Diego will be processed for discharge, if warranted.

1006. PROCESSING TIME GOALS. Once separation action has begun, the best interests of all concerned are served by prompt forward-

ing, review, and decision in each case. Proceedings are considered to be initiated on the date a command receives a written request for separation from a member, or on the date a command delivers, to a member, notice of separation proceedings in accordance with paragraph 6102 of MCO P1900.16. With this in mind, the following time goals are established for admin separations authorized by MCO P1900.16. The goals are measured from the date of notification or initiation of a voluntary request until the actual date of separation. Failure to complete an action within the prescribed time in no way bars separation nor affects characterization. Every effort should be made, however, to meet the established goals.

1. Discharges without Board Action. When board action is not required, or is waived, separation action should be completed in 15 working days. When the initiating command is not geographically located at MCRD San Diego, the authorized period is 30 working days.

2. Separations with Board Action. Separations which require an Admin Discharge Board should be completed in 50 working days. When action is required by the Secretary of the Navy, final action should be completed in 55 days.

SEPSOP

(DISTRICT HEADING)

\_\_\_\_\_  
(Date)

Mr. F. A. Santos  
1001 Any Street  
Piti, Guam 96910

Dear Mr. Santos:

This is to inform you that effective (date), you are discharged,  
and no longer have any affiliation or obligation to any component  
of the United States Marine Corps.

Sincerely,

R. M. TURNER  
Colonel, U.S. Marine Corps  
Commanding Officer

Blind Copy to:  
AC/S Rctg

Figure 1-1.--Notification of Delayed Enlistment Program/SMCR  
Discharge.



# SEPSOP

## CHAPTER 2

### RECRUIT DISCHARGES

	<u>PARAGRAPH</u>	<u>PAGE</u>
DISCHARGE SCHEDULING . . . . .	2000	2-3
RECOMMENDATION FOR ADMIN DISCHARGE (MCRD FORM 1900/17) . . . . .	2001	2-4

### FIGURE

2-1	PRE-DISCHARGE FOUR WORKING DAY SCHEDULE (RECRUIT), DEFECTIVE ENLISTMENT DISCHARGE DESIGNATED DURING PROCESSING . . . . .	2-8
2-2	FOUR WORKING DAY SCHEDULE (RECRUIT), COG, ENTRY LEVEL PERFORMANCE AND CONDUCT, DEFECTIVE ENLISTMENT . . . . .	2-9
2-3	FOUR WORKING DAY SCHEDULE (RECRUIT), HOMOSEXUALITY AND MISCONDUCT . . . . .	2-10
2-4	FOUR WORKING DAY SCHEDULE (RECRUIT), MEDICAL BOARD . . . . .	2-11
2-5	RECRUIT DISCHARGE DECISION MATRIX . . . . .	2-12
2-6	PROCESSING RECRUITS WITH MEDICAL DEFECTS . . . . .	2-13





## SEPSOP

### CHAPTER 2

#### 2000. DISCHARGE SCHEDULING

1. Normal Discharges. Discharges under normal conditions will be four working days after the recruit arrives at the Recruit Separations Section, Support Battalion, Recruit Training Regiment. This classification of "normal" will be identified with the date of discharge stamped on the MCRD Form 1900/17. This date is to be determined and assigned by the Commanding Officer, Support Battalion.

2. Red Tag Discharge. In any case where a Commanding Officer decides the circumstances warrant (i.e., a bona fide emergency exists involving the individual's immediate family, or the removal of the individual from the service as expeditiously as possible is indicated due to the nature of his conduct or situation), he will furnish the Commanding Officer, Support Battalion a memo of explanation concerning the reason expeditious handling is required. The Recruit Separations Section Officer will then attach a MCRD Form 1900/15 to the discharge package, indicating the pre-scheduled date of discharge required to meet the emergency. Also, stamped across the form, in red lettering, will be the words "Red Tag."

3. Mental Health Unit (MHU) Discharges. Upon recommendation of the Resident Psychologist, MCRD that a recruit should be discharged as soon as possible, special emphasis will be placed on the expeditious execution of this discharge. Henceforth, this classification will be referred to as a Mental Health Unit ASAP discharge.

a. Only the Resident Psychologist will initiate a Mental Health Unit ASAP discharge (the Officer in Charge, Mental Health Unit has agreed to place "Mental Health Unit ASAP Admin Sep" consultations in an orange folder and ensure a discharge physical examination is conducted prior to returning the recruit to his parent battalion).

b. The unit originating the request for a psychiatric evaluation, upon its return with the words "Mental Health Unit ASAP Admin Sep," will immediately process the discharge, place it into an orange folder, and transfer the recruit to the Commanding Officer, Support Battalion for appropriate discharge proceedings.

c. The Recruit Separations Section, upon the arrival of the recruit, and initial sighting of the Mental Health Unit ASAP orange folder, will have 24 hours to have the recruit separated from the Marine Corps. Across the MCRD Form 1900/15 attached to the discharge package will be written the words "MHU ASAP," in red lettering.

4. Four Working Day Discharge Cycle. In order to meet the four working day discharge cycle, which commences at 0800 the morning of the first full day the recruit is in Support Battalion, each identified agency must adhere to the schedule. Complications will be brought to the attention of the Depot Adjutant as soon as they arise.

a. Figure 2-1 is provided to illustrate the four working day pre-discharge schedule for a recruit who is designated for discharge during processing due to Defective Enlistment.

b. Figure 2-2 is provided to illustrate the four working day discharge schedule for a recruit who is being discharged for CofG, Entry Level Performance and Conduct, and Defective Enlistments.

c. Figure 2-3 is provided to illustrate the four working day discharge schedule for a recruit who is being discharged for Homosexuality and Misconduct.

d. Figure 2-4 is provided to illustrate the four working day discharge schedule for a recruit who is being discharged for Medical Defect, after the Medical Board is approved.

5. Transportation of Recruits. Transportation for separated recruits to their home of record or place of enlistment is governed by the Joint Federal Travel Regulations (JFTR). The JFTR directs transportation in kind by the least expensive mode available, or the member may opt to be paid in an amount that does not exceed the cost to the government of such transportation in kind. If the member opts to be paid, vice receive a Government Transportation Request (GTR), the payment will be 75 percent of the value of the GTR. Members being separated for medical conditions are exempt from the least cost provisions by the JFTR and therefore, should be provided transportation by the most expeditious mode, i.e., air, when practicable.

2001. RECOMMENDATION FOR ADMINISTRATIVE DISCHARGE MCRD FORM (1900/17)

1. As outlined in MCO P1900.16, recruit discharges will be processed as honorable, general, or uncharacterized. The characterization of all recruit discharges will be uncharacterized, i.e., "Entry Level Separation," except when an "Other Than Honorable" characterization is awarded.

2. Figure 2-5 is a decision matrix which is based on the contents of MCO P1900.16. In effect, this matrix is a summary of the discharge regulation that applies to recruits. The purpose of the figure are: (1) to serve as a guide to personnel who process recruit discharges; and, (2) to ensure uniformity of processing procedures. The figure is not all inclusive and it

should not be cited as authority for any discharge decisions. MCO P1900.16 must be consulted/reviewed for more detailed guidance and will be utilized as the authority for various discharge actions.

3. Occasionally, it is possible to base a recruit discharge on either Defective Enlistment or Unsatisfactory Entry Level Performance. Typically, this occurs when a recruit who was fraudulently or erroneously enlisted is also performing poorly in training. As a general rule, discharges in this type of situation should be based on Defective Enlistment (i.e., but for the defective enlistment, the individual would never have entered training). However, this general rule is not inflexible. For example, where the defect in the enlistment is relatively minor and would have been waived, but the recruit's training record is clearly unsatisfactory, the logical basis for discharge is Unsatisfactory Entry Level Performance. Another example of when the general rule may not apply occurs when a recruit is placed (or retained) in training even though a potentially disqualifying pre-existing physical defect has been detected. If the training Battalion commander and medical authority concur that the medical problem could have been overcome, had the recruit approached training with a positive attitude, then the discharge should be based on Unsatisfactory Entry Level Performance. Figure 2-6 is provided to illustrate the processing of recruits with medical defects. In making a decision on the appropriate basis for discharge where more than one exists, commanders must consider such factors as: what is the underlying basis (i.e., would this recruit be discharged if the other basis did not exist?); what is fairest to the recruit in view of his conduct during the enlistment process (was he honest?); and his conduct during training (did he make a reasonable effort to adapt and perform the training?).

4. When all the above factors have been considered and a multitude of reasons exist for the discharge (none of which can be readily determined as the dominant factor), the following prioritized guide will be used for separation processing:

- a. Prior Service (i.e., concealed, unsatisfactory performance).
- b. Drug Trafficking (i.e., convicted or self-admitted).
- c. Physical Violence (i.e., armed robbery, assault and battery, rape, etc.).
- d. Drug Abuse.
- e. Frequent Involvement/Misdemeanors.
- f. Dependents.

Example: The decision to discharge Private Carelock has been made. He has three dependents, a GT of 80, is a habitual marijuana user, and is prior service Army (concealed, unsatisfactory performance). Private Carelock will be discharged as a Prior Service.

5. MCRD Form 1900/17, Appendix C, is the consolidated discharge form used in the processing of recruit discharges.

a. The first section of this form will be typed. Section II may be prepared by hand, provided it is in black ink, not felt tip pen. The appropriate blocks are marked with a solid, black "X."

b. Section III, Support Battalion, Assistant Chiefs of Staff, Staff Judge Advocate, and Recruiting's endorsements may be prepared by hand, provided they are legible.

c. The Depot Adjutant and the Commanding General's endorsements will be typed.

d. Appendices D through O reflect the specific application of the form as it is applied to the various recruit discharges.

6. A recruit discharge package, a document sufficiently substantiated to cause the recruit to be discharged, will be in accordance with the procedures set forth in this Manual. An original and two copies of the form and all enclosures thereto, will be prepared. The form will be prepared as described in Appendix C, by the respective Recruit Training Battalion or Recruit Separations Section, in the case of Defective Enlistments designated for discharge during processing at the Receiving Barracks. The reproduction of the enclosures to the discharge package and assembly into an original and two complete copies will be accomplished at the Recruit Separations Section, Support Battalion. The Recruit Training Record will accompany all discharge packages through the chain of command up to and including the Commanding General.

7. Certain types of separations require officer counseling of recruits with a view toward rehabilitation prior to recommendation for discharge. MCRD Forms 1610/17 and/or 1610/18 (as appropriate) should be utilized in conducting the counseling and filed in the member's training record. The counseling will be effected no lower than the Series Officer in the recruit's chain of command. Upon receipt of the recommendation for discharge by the Recruit Separations Section, the Separations Section will file the original counseling form in the recruit's SRB, record a page 11, SRB entry that the required counseling was accomplished, and place copies of the counseling form in the Training Record and discharge package.

8. The Commanding Officer, Recruit Training Regiment (or his representative) will review all recruit discharge packages, except for Defective Enlistments and Medical Defect discharges.

9. The discharge package will accompany the recruit to Support Battalion as directed in paragraph 1002 of this Manual.

10. The Assistant Chief of Staff, Recruiting will review all recruit discharge packages and complete the appropriate detectability code section on the form. Discharge packages for "grad-holds" will not be routed to the Assistant Chief of Staff, Recruiting for review. If a serious discrepancy is noted, the package will be returned to the Recruit Separations Section, Support Battalion, via the Depot Adjutant, for review and corrective action.

11. The Assistant Chief of Staff, Staff Judge Advocate will review the appropriate recruit discharge cases (Misconduct, Homosexuality, other than honorable, etc.), and complete the section designated on the MCRD Form 1900/17.

# SEPSOP

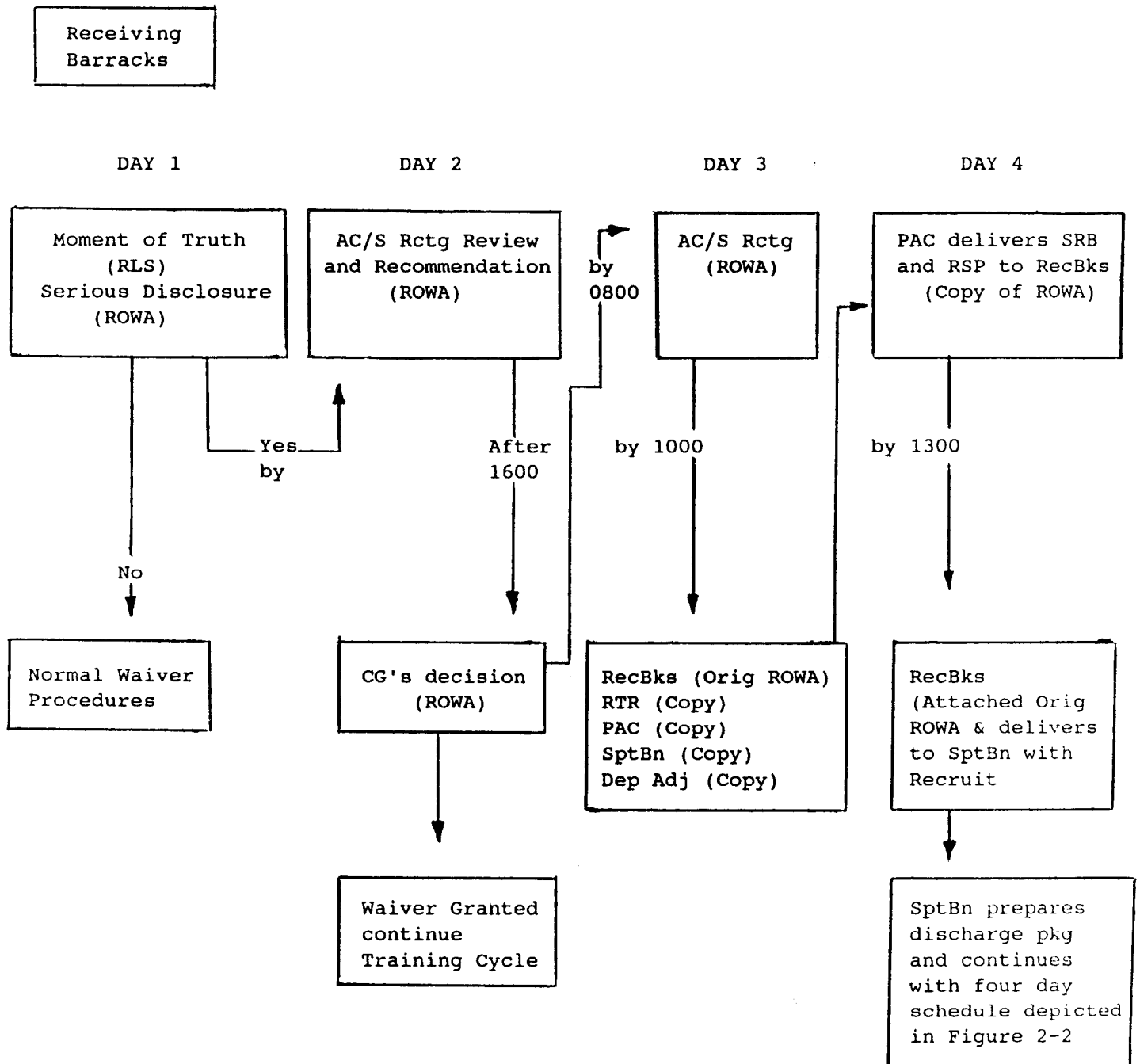


Figure 2-1. Pre-discharge Four Working Day Schedule (Recruit) Defective Enlistment Discharge Designated during Processing

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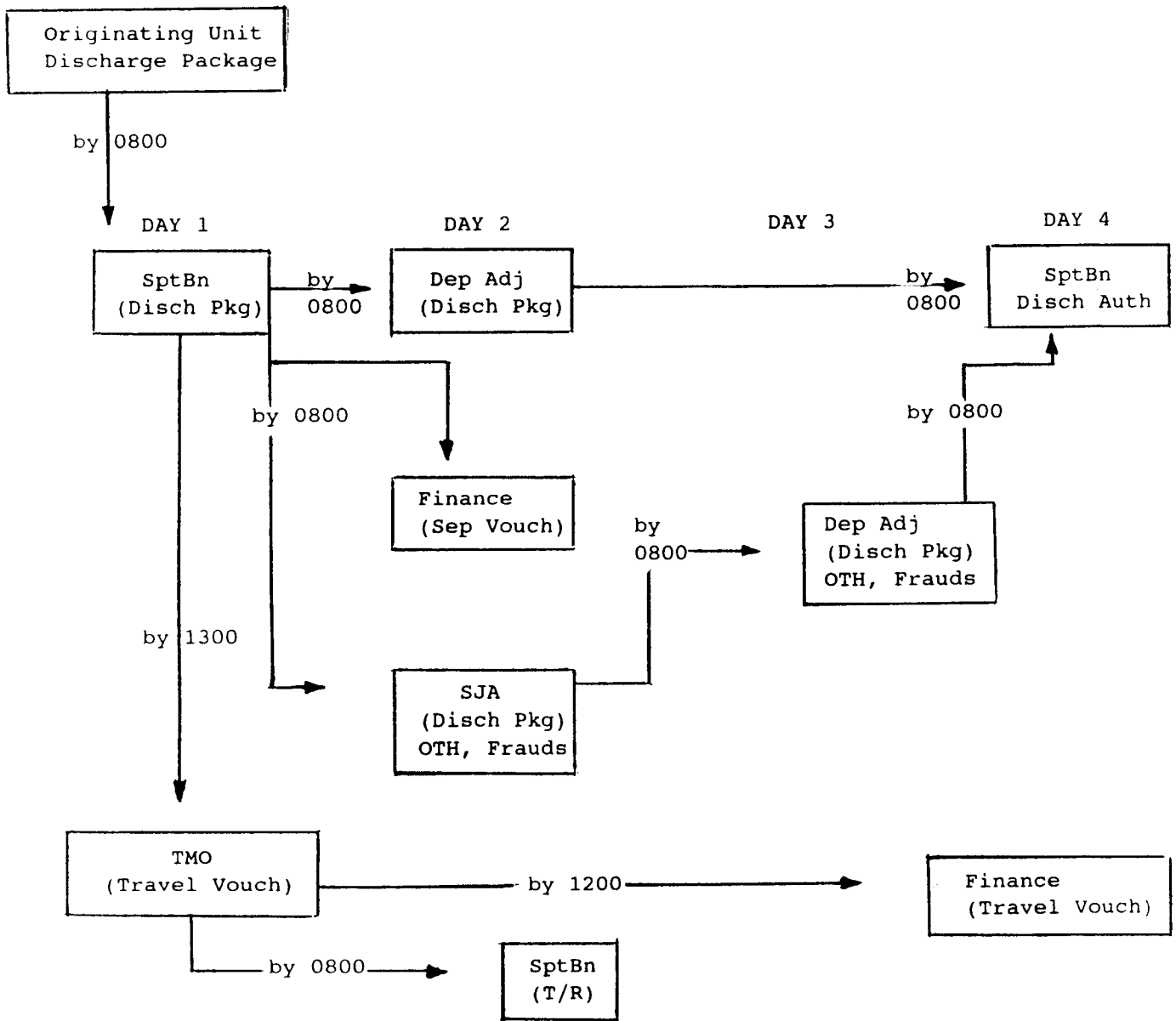


Figure 2-2. Four Working Day Schedule (Recruit) CofG, Entry Level Performance and Conduct, Defective Enlistment

# SEPSOP

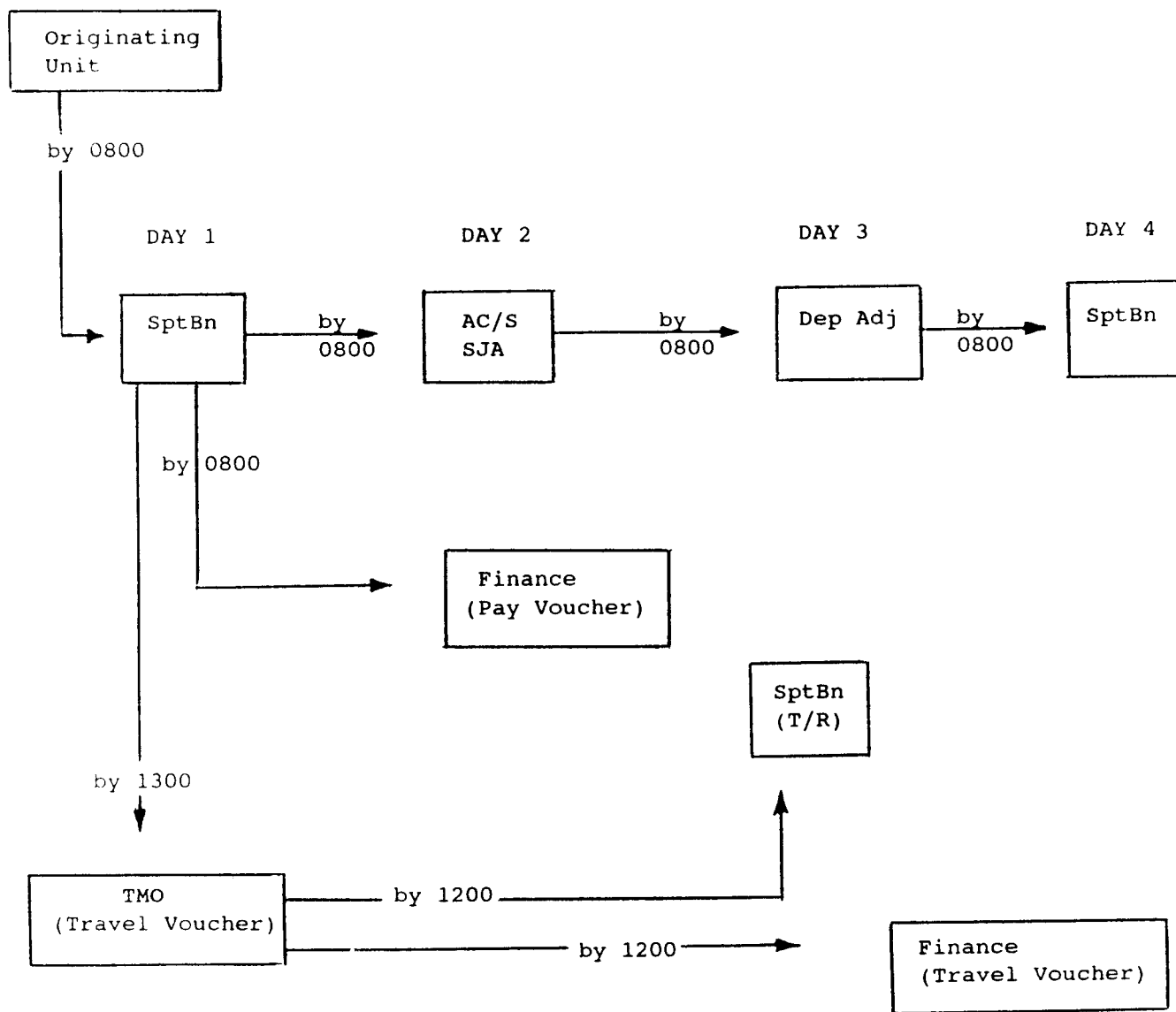


Figure 2-3. Four Working Day Schedule (Recruit) Homosexuality and Misconduct.



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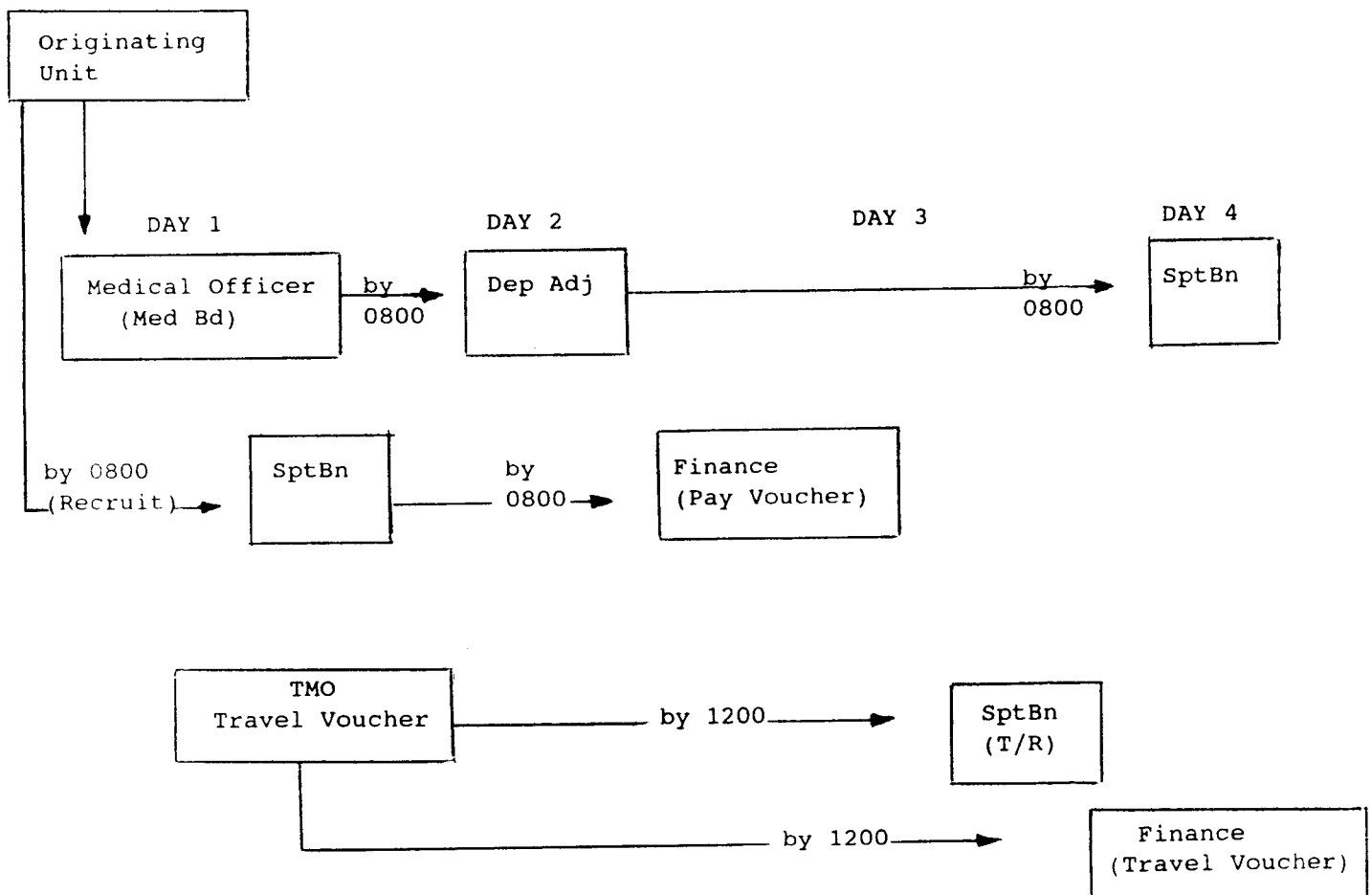


Figure 2-4. Four Working Day Schedule (Recruit) Medical Board.



Nature of Problem	General Basis	Specific Basis	SEPMAN Para	Character of Service	Disc Cent (2)	DD 214 (3)	SPD Code	RE Code	Mileage (7)	Trans In Kind (7)	Issue Civ Clo (8)	Retain & Wear Unif Home (8)	Disch Auth
Sleepwalking/bedwetting	C of G	Physical condition not a disability	6203.2	Uncharacterized	No	Yes	JFV1	Yes	Yes	No	As Required	No	CG MCRD
Pseudofolliculitis Barbae							JFV6						
Allergies							JFV2						
Other physical conditions (1)							JFV1						
Under age 17	Defective Enlistment & Induction	Minority	6204.1a	Order of release from Custody or Control		No	YFB1						
Age 17 without parental consent			6204.1b	Uncharacterized		Yes	JFB1						
Does not meet pre-enlistment educational standards		Erroneous Enlistment	6204. 2				JFC4						

Note: See Footnotes on page 2-12-5

Figure 2-5. Recruit Discharge Decision Matrix.

Nature of Problem	General Basis	Specific Basis	SEPMAN Para	Character of Service	Disc Cert (2)	DD 214 (3)	SPD Code	RE Code	Mileage (7)	Trans In Kind (7)	Issue Civ Clo (8)	Retain & Wear Unif Home (8)	Disch Auth
Recruit will not expend reasonable effort in training	Entry level performance and conduct	Lack of reasonable effort	6205	Uncharacterized	No (2)	Yes	JGAI	3F	Yes	No	As Required	No	CG MCRD
Recruit will not adapt to military way of life		Failure to adapt to USMC environment											
Recruit disrupts training with breaches of military discipline		Minor disciplinary infractions						4					
Recruit commits in-service homosexual act, or admits to in-service homosexuality	Homosexuality	Act, Admission marriage	6207	(4)			GRA1(5) GRB1(5) GRC1(5)						
Recruit commits offense, military or civilian, for which a punitive discharge could be awarded	Misconduct	Commission of a serious offense	6210.6	Under Other Than Honorable Conditions	Yes		HKQ1			(9)			
Recruit tests positive on drug urinalysis (other than preservice drug abuse)	New entrant drug alcohol testing	Dependent Not dependent	6211 6204.2	(4)	No	Yes	JFC7						

Note: See Footnotes on page 2-12-5

Figure 2-5. Recruit Discharge Decision Matrix

Nature of Problem	General Basis	Specific Basis	SEPMAN Para	Character of Service	Disc Cert	DD 214 (3)	SPD Code	RE Code	Mileage (7)	Trans In Kind (7)	Issue Civ Clo (8)	Retain & Wear Unif Home (8)	Disch Auth
Charges have been preferred on an offense for which a punitive discharge is authorized	Separation in lieu of court-martial	To avoid trial by SPCM OR GCM	6419	Under Other Than Honorable Conditions (6)	Yes (6)	Yes	KFS1	4	Yes	(9)	As Required	No	CG MCRD
84 Day Reservist discharge due to inability to complete training in sufficient time to meet convening date for college	Change in service obligation for active duty Marines	Individual requests early discharge	6405	Uncharacterized	No (2)		KCF1	3F		No			
Recruit Request separation within 30 days of discovery of a contractual agreement, written or oral, that cannot be honored by USMC or the enlistment agreement was involuntary	Defective enlistment agreement	Enlistment option cannot be filled and individual requests discharge	6402				KDS1						CMC
Recruit was not physically qualified for enlistment	Disability existing prior to entry	Findings of a Medical Board (11)	8404				JFM2	3P					CG MCRD
Recruit incurs a disability or aggravates a preservice physical condition while on active duty	Disability	Findings of Physical	Chapter 8	Uncharacterized	No (2)	Yes	(10)	(10)	Yes	No	As Required	No	CMC

Note: See Footnotes on page 2-12-5

Figure 2-5. Recruit Discharge Decision Matrix

Nature of Problem	General Basis	Specific Basis	SEPMAN Para	Character of Service	Disc Cert (2)	DD 214 (3)	SPD Code	RE Code	Mileage (7)	Trans In Kind (7)	Issue Civ Clo (8)	Retain & Wear Unif Home (8)	Disch Auth
Other Disqualifying factors unknown to member, (e.g., granted an unauthorized waiver failure to qualify for re-enlistment option, etc.)	Defective Enlistment & Induction	Erroneous Enlistment	6204.2	Uncharacterized	No (2)	Yes	JFC7	3F	100	No	As Required	No	CG MCRD
Deliberate failure to disclose pre-service: police record; criminal conviction; juvenile record; marriage or marriage dependent(s); homosexual act(s), admission, or marriage		Fraudulent	6204.3				JDA1						
Failure to disclose prior service				4			JDA1	4		(9)			
Deliberate failure to disclose pre-service drug abuse/sale				Uncharacterized			JDA2			No			
Recruit demonstrates incapability to perform training routine	Entry level performance and Conduct	Incapability	6205				JGA1						

Note: See Footnotes on page 2-12-5

Figure 2-5. Recruit Discharge Decision Matrix

## SEPSOP

### FOOTNOTES:

- (1) Any other physical condition which interferes with duty is not a physical disability.
- (2) A discharge certificate will only be issued in the case of recruits receiving "Other Than Honorable" characterization.
- (3) Individuals separated from the Delayed Entry Program prior to reporting for active duty will not be issued a DD-214 or a discharge certificate. The Commanding Officer of the Marine Corps District will issue a letter as outlined in Figure 1-1 of this Manual.
- (4) Normally recruits will receive an "Uncharacterized" separation (i.e., "entry level"), under certain conditions, it may be appropriate to issue an "Other Than Honorable" discharge. In the latter case, a Board is required. See paragraphs 6204.3d and 6207, MCO P1900.16.
- (5) Separation codes differ if an admin discharge board is conducted.
- (6) May be "Entry Level" if "Other Than Honorable" is not warranted.
- (7) See Joint Federal Travel Regulations (JFTR) Volume 1, and MCO P4650.37, Marine Corps Travel Instructions (MCTIM).
- (8) See Individual Clothing Regulations. Normally recruits will wear their stored clothing and will only be issued civilian clothing when their clothing is not available.
- (9) See Joint Federal Travel Regulations (JFTR) Volume 1, and MCO P4650.37, Marine Corps Travel Instructions (MCTIM) and DoD Military Pay and Allowances Entitlement Manual, if "OTHER THAN HONORABLE" characterization.
- (10) Will be assigned by Headquarters, U.S. Marine Corps.





# SEPSOP

<u>WHEN MEDICAL DEFECT DISCOVERED</u>	<u>MEDICAL AUTHORITY RECOMMENDATION</u>	<u>MOTIVATION OF RECRUIT</u>	<u>CATEGORY OF DISCHARGE</u>
Processing	Medical Recom- medation for EIE	Condition/ Defect	Medical, Existing Prior to Entry
Processing	Trial of Duty (Subsequently unable to meet performance standards)	Good	Medical, EIE Existing Prior to Entry
Processing	Trial of Duty (Subsequently unable to meet performance standards)	Poor	Unsatisfactory Entry Level Performance and Conduct
Undergoing Training	Medical Defect EPTE	Good	Medical EIE or EPTE Board. Disability Existing Prior to Entry.
Undergoing Training	Medical	Poor	Unsatisfactory Entry Level Performance and Conduct

Figure 2-6.--Processing Recruits with Medical Defects.



# SEPSOP

## CHAPTER 3

### PERMANENT PERSONNEL DISCHARGES

	<u>PARAGRAPH</u>	<u>PAGE</u>
BASIC PRINCIPLES . . . . .	3000	3-3
RECOMMENDATION FOR ADMIN DISCHARGE (MCRD FORM 1900/17) . . . . .	3001	3-3
ESTABLISHING A DISCHARGE DATE . . . . .	3002	3-4



## SEPSOP

### CHAPTER 3

#### PERMANENT PERSONNEL DISCHARGES

##### 3000. BASIC PRINCIPLES

1. This chapter deals with non-expiration of active service (EAS) discharges. Non-EAS discharges are discharges which require a discharge recommendation to be submitted to the Commanding General via the chain of command, regarding incidents/and or occurrences which would require a Marine to be separated prior to their normal EAS.
2. Care must be taken to ensure discharge packages are complete and substantiated. MCO P1900.16 outlines certain requirements to be completed, prior to submission of a recommendation for discharge on a Marine.
3. Certain types of separations require counseling of Marines with a view towards rehabilitation prior to a recommendation for discharge. An SRB, page 11 entry will be recorded, verifying that counseling was accomplished in accordance with paragraph 6105 of MCO P1900.16, and will include the identified deficiencies, specific recommendations for corrective action, indicating any assistance available and a comprehensive explanation of the consequences of failure to take recommended corrective action. The page 11 entry will be signed by the member and the officer certifying the entry.
4. Service Records will accompany all permanent personnel discharge recommendations of Marines assigned within the Depot. Commands located outside the vicinity of the Depot, with the exception of Weapons and Field Training Battalion, will provide a reproduced copy of the entire SRB, along the the discharge recommendation.
5. Permanent personnel discharges will not be screened by the Assistant Chief of Staff, Recruiting. That section of the Recommendation for Admin Discharge (MCRD Form 1900/17) will be left blank.
6. See Appendices I, L, N, O, P and Q for specific guidance in processing permanent personnel separations.

##### 3001. RECOMMENDATION FOR ADMIN DISCHARGE (MCRD FORM 1900/17)

1. MCRD Form 1900/17, Appendix C, is the consolidated discharge form used in the processing of permanent personnel discharges.
2. A discharge recommendation, a document sufficiently substantiated to cause permanent personnel to be discharged, will be in accordance with MCO P1900.16 and appendices to this Manual. An original and two copies of the form, and all enclosures to the form will be prepared.

3. The Assistant Chief of Staff, Staff Judge Advocate will review the appropriate permanent personnel discharge cases which are related to punitive, misconduct, admin discharge boards, etc., and prepare written review and an appropriate discharge endorsement for the Commanding General's approval.

3002. ESTABLISHING A DISCHARGE DATE

1. Non-EAS Discharges. Discharges under this condition will be after receipt of the Commanding General's endorsement, indicating approval of the discharge recommendation. The discharge date is to be determined and assigned by each Commanding Officer, which will be a date not to exceed 15 working days from the date of the Commanding General's approval. This date will be also based on the completion of all separation proceedings, HIV Testing, TAP Class, etc. The Depot Separations Section will notify those units outside the vicinity of the Depot, i.e. Marine Corps District's, Weapons and Field Training Training, MARDET's, etc., via telephone, of the Commanding General's discharge approval. A FAX copy of the Commanding General's approval endorsement will also be provided, in order to meet the fifteen working day discharge deadline.

2. Red Tag Discharges. In any case where commanding officers decide the circumstances warrant, i.e., a bona fide emergency exists involving the individual's immediate family, or the removal of the individual from the service as expeditiously as possible is indicated due to the nature of his conduct or situation, the member's commander will furnish the Depot Adjutant a memo of explanation concerning the reason expeditious handling is required.

3. Admin Boards. Marines being processed for an admin discharge may exercise their right to appear before an Admin Discharge Board, as outlined in paragraph 1004 of this Manual. After the Admin Discharge Board hearing is conducted, their recommendations will be forwarded to the Commanding General for final review and decision. Upon the Commanding General's decision that the Marine is to be discharged, action will taken per paragraph 3002.1, to execute the discharge.

SEPSOP

CHAPTER 4

RELEASE FROM ACTIVE DUTY

	<u>PARAGRAPH</u>	<u>PAGE</u>
EXPIRATION OF ACTIVE SERVICE (EAS) . . . . .	4000	4-3
TRANSFER TO THE FLEET MARINE CORPS RESERVE (FMCR)/RETIREMENT . . . . .	4001	4-3
PERMANENT DISABILITY RETIRED LIST/ TEMPORARY DISABILITY RETIRED LIST (PDRL/TDRL) . . . . .	4002	4-3





# SEPSOP

## CHAPTER 4

### RELEASE FROM ACTIVE DUTY

#### 4000. EXPIRATION OF ACTIVE SERVICE (EAS)

1. Any Marine who nears his expiration of active service will be processed for separation per MCO P1900.16, and this Manual. Every effort will be made to ensure a physical examination is scheduled and completed, and that final pay settlement documents are forwarded to the finance office in sufficient time for final payment, at the date of separation.

2. Marines requesting terminal leave, will request such leave via their immediate Commanding Officer. Terminal leave is accrued leave granted to both first-term and career Marines to ease the transition back to civilian life, but only if the Commanding Officer can afford to let the Marine go. Granting of terminal leave is not an entitlement, it is a privilege. If the Marine desires terminal leave, MCO P1050.3 and MCO P1900.16 allows the Commanding Officer to approve up to 60 days in CONUS, knowing that no replacement will be provided during the leave period. When making the decision to grant terminal leave, Commanding Officer's must balance their responsibility of ensuring the operational readiness of their unit with the desires of Marines to use their earned leave. While terminal leave is an advantage to Marines relocating and re-establishing themselves into the civilian community, **"it is granted at the Commanding Officer's discretion, not automatically."** If terminal leave is granted, separation documents will be mailed to the member at the address given during separation counseling.

#### 4001. TRANSFER TO THE FLEET MARINE CORPS RESERVE (FMCR)/ RETIREMENT

1. Chapters 2 and 7 of MCO P1900.16 provide guidelines and instructions on the application for transfer to the FMCR/retirement. Upon receipt of FMCR/retirement orders, certificate, and all other documents from Headquarters, U.S. Marine Corps, the Depot Adjutant will:

a. Endorse all orders directing transfer or retirement to the Marine's Commanding Officer for appropriate action.

b. The Commanding Officer shall ascertain whether the individual desires a parade and process that request via the Assistant Chief of Staff, G-2/3, in accordance with DepO 5060.86.

2. The unit commander will accomplish all pre-retirement/transfer to the FMCR counseling per the guidelines outlined in MCO 1760.11.

4002. PERMANENT DISABILITY RETIRED LIST/TEMPORARY DISABILITY  
RETIRED LIST (PDRL/TDRL)

1. Through the Physical Evaluation Board (PEB) proceedings, a Marine may be required to be transferred to the PDRL/TDRL.
2. Upon receipt from appropriate medical authority that a Marine is awaiting the results of the PEB proceedings from the Central PEB, such personnel may be authorized leave awaiting orders of separation (AOS Leave).
3. Commanding Officers are responsible for ensuring all separation counseling, and required signatures are obtained from the Marine prior to departing on AOS Leave or transfer to the PDRL/TDRL.

SEPSOP

APPENDIX A

FORMAT FOR REASSIGNMENT TO SPTBN RTR

Unit Heading

Code  
Date

Unit Special Order Number

1. The following reassignment(s) is/are effected.

<u>Name</u>	<u>Unit</u>	<u>ED</u>	<u>Location-Reasons for</u>
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:

Signature  
By direction

DISTRIBUTION:

CO RTR  
Dep MedO  
Dep DisbO  
PMO  
Dep Postal  
PAC



SEPSOP

APPENDIX B

FORMAT FOR REASSIGNMENT TO A RECRUIT TRAINING BATTALION

HEADING

#1-93  
Date

From: Commanding Officer  
To: (Grade, Name of Recruit, SSN/9900)  
Subj: REASSIGNMENT TO A RECRUIT TRAINING BATTALION  
Ref: (a) DepO P1900.6B

1. In accordance with the reference, effective this date, you are reassigned to the Commanding Officer, First Recruit Training Battalion for continuation of basic training and as reasons indicated below:

Signature  
By direction

DISTRIBUTION:  
CO RTR  
Dep DisbO  
Dep MedO  
Dep Postal  
PAC



FROM COMMANDING OFFICER,				TO COMMANDING GENERAL MARINE CORPS RECRUIT DEPOT, SAN DIEGO, CA 92140				
VIA								
ENCLOSURE(S) (Number as applicable):								
( ) NOTIFICATION OF RIGHTS, MCRD 1910/22 OR MCRD 1910/23				( ) RECRUIT TRAINING RECORD, MCRD 1511/1				
( ) CG WAIVER REQUEST LTR DTD				( ) VOLUNTARY STATEMENT				
( ) APPLICATION FOR ENLISTMENT, DD 1966				( )				
( ) DISCIPLINARY RECORD				( )				
( ) PSYCHIATRIC EVALUATION, MCRD 6520/7				( )				
NAME		RANK	SSN	MOS	COMP	AGE	DATE OF BIRTH	PLT
TRAINING DAYS COMPL	PLACE OF BIRTH	MARITAL STATUS	NO. DEPENDENTS	EDUC	AFQT	GT	PRIOR SERVICE	

IN ACCORDANCE WITH MCO P1900.16 \_\_\_\_ (MARCORSEPMAN), PAR. \_\_\_\_, IT IS REPORTED THAT THE SUBJECT ☐ RECRUIT ☐ MARINE HAS ESTABLISHED A MILITARY RECORD CAUSING RECOMMENDATION FOR DISCHARGE DUE TO THE REASON INDICATED BELOW:

<input type="checkbox"/> CONVENIENCE OF THE GOVERNMENT (In Service) <input type="checkbox"/> ENURESIS <input type="checkbox"/> SOMNAMBULISM <input type="checkbox"/> PSEUDOFOLLICULITIS BARBAE <input type="checkbox"/> <input type="checkbox"/> UNSATISFACTORY PERFORMANCE (Non-Recruit) <input type="checkbox"/> WEIGHT STANDARDS <input type="checkbox"/> FINANCIAL IRRESPONSIBILITY <input type="checkbox"/> UNSATISFACTORY PERFORMANCE OF DUTIES <input type="checkbox"/> HOMOSEXUALITY (In Service) <input type="checkbox"/> DRUG <input type="checkbox"/> ALCOHOL ABUSE REHAB FAILURE <input type="checkbox"/> MISCONDUCT <input type="checkbox"/> MINOR DISCIPLINARY <input type="checkbox"/> SERIOUS DISCIPLINARY (Civ or Mil) <input type="checkbox"/> DISHONORABLE FAILURE TO PAY JUST DEBTS <input type="checkbox"/> DRUG ABUSE <input type="checkbox"/> PATTERN OF UA	<input type="checkbox"/> DEFECTIVE ENLISTMENT & INDUCTION <input type="checkbox"/> MINORITY (Age 17/Under 17) <input type="checkbox"/> ERRONEOUS ENLISTMENT <input type="checkbox"/> EDUCATIONAL STANDARDS <input type="checkbox"/> UNAUTHORIZED WAIVER <input type="checkbox"/> <input type="checkbox"/> FRAUDULENT ENLISTMENT <input type="checkbox"/> PRESERVICE POLICE RECORD <input type="checkbox"/> PRESERVICE CRIMINAL CONVICTION <input type="checkbox"/> PRESERVICE JUVENILE RECORD <input type="checkbox"/> MARRIAGE OR DEPENDENTS <input type="checkbox"/> PRESERVICE HOMOSEXUAL ACTS <input type="checkbox"/> PRIOR SERV <input type="checkbox"/> PRESERVICE DRUG ABUSE/SALE	<input type="checkbox"/> DEFECTIVE ENLISTMENT (Voluntary) <input type="checkbox"/> 84 DAY RESERVIST (Insufficient time to complete training and meet convening date for college) <input type="checkbox"/> ENTRY LEVEL PERFORMANCE AND CONDUCT (Recruit) <input type="checkbox"/> INCAPABILITY TO PERFORM TRAINING <input type="checkbox"/> FAILURE TO EXPEND REASONABLE EFFORT <input type="checkbox"/> FAILURE TO ADAPT <input type="checkbox"/> BREACHES OF MILITARY DISCIPLINE
--	--	---

SYNOPSIS OF DUTY ASSIGNMENTS (Recruit)		STATEMENT OF SERVICE	
PLT ____ FROM ____ TO ____	CCP ____ TIMES FOR ____ DAYS.	INACTIVE SERVICE	YRS ____ MOS ____ DAYS ____
PLT ____ FROM ____ TO ____	PCP ____ TIMES FOR ____ DAYS.	ACTIVE SERVICE	YRS ____ MOS ____ DAYS ____
PLT ____ FROM ____ TO ____	MRP ____ TIMES FOR ____ DAYS.	TOTAL SERVICE	YRS ____ MOS ____ DAYS ____

NOTE: Complete as applicable:

☐ Does ☐ Does not exhibit any characteristics of mental or emotional illness and ☐ was ☐ was not evaluated by a Depot Psychologist.

☐ Has ☐ Has not made an honest and sincere effort to become a Marine and perform all assigned duties in a proficient and industrious manner.

☐ It is believed that he will become an administrative and disciplinary burden to any command or unit if retained on active duty.

☐ Was evaluated by the Depot Psychologist who verified the statement of the ☐ Recruit ☐ Marine as being more than likely true and that he/she was believed to be mentally competent at that time.

☐ Alleges that he ☐ did ☐ did not inform his recruiter of the above facts and circumstances that misrepresented the information he submitted on his enlistment application forms. Investigation conducted into the alleged Recruiter malpractice concerning the recruit's enlistment determined the allegations to be ☐ substantiated ☐ unsubstantiated.

☐ Was referred to Depot ☐ CID ☐ NIS for investigation as to the above allegations of concealed homosexual information that would have prevented his enlistment in the U.S. Marine Corps.

☐ Was referred to Depot ☐ CID ☐ NIS for investigation as to the above allegation of concealed homosexual information while on active duty.

<input type="checkbox"/> NEED DISCIPLINARY ACTION TAKEN OR PENDING	<input type="checkbox"/> ALL DISCIPLINARY ACTION REFLECTED ON THE ENCLOSURE(S)
--	--

NAME

RANK

SSN

- ☐ Recruit's demonstrated/anticipated potential is considered inadequate to enable satisfactory performance of military duties.
- ☐ Waiver of enlistment discrepancies for retention in the Marine Corps has been denied by ☐ Commanding General ☐ CMC.
- ☐ Discharge is considered to be in the best interest of the Marine Corps and it is recommended the character of discharge be: ☐ Honorable ☐ General ☐ Entry Level ☐

COMMANDING OFFICER'S/BATTALION COMMANDER'S EVALUATION

SIGNATURE		DATE	
TO BE COMPLETED BY COMMANDING OFFICER		<input type="checkbox"/> RECRUIT TRAINING REGIMENT	<input type="checkbox"/> HEADQUARTERS AND SERVICE BATTALION
<input type="checkbox"/> It is recommended the character of discharge be		<input type="checkbox"/> Honorable	<input type="checkbox"/> General <input type="checkbox"/> Entry Level <input type="checkbox"/> OTH
COMMENTS			

SIGNATURE		DATE	
TO BE COMPLETED BY COMMANDING OFFICER SUPPORT COMPANY			
Rights have been accorded the <input type="checkbox"/> Recruit <input type="checkbox"/> Marine in accordance with MCO P1900.16, par. 6303 and he <input type="checkbox"/> waives <input type="checkbox"/> desires a Board as indicated in enclosure (1). (Board action attached). Discharge processing has been initiated.			

SIGNATURE		DATE	
TO BE COMPLETED BY COMMANDING OFFICER SUPPORT BATTALION			
<input type="checkbox"/> The proceedings in this case have been reviewed and found sufficient in law and in fact.			
<input type="checkbox"/> See attached memorandum.			
<input type="checkbox"/> It is recommended the character of discharge be <input type="checkbox"/> Honorable <input type="checkbox"/> General <input type="checkbox"/> Entry Level <input type="checkbox"/> OTH			

SIGNATURE		DATE	
TO BE COMPLETED BY ASSISTANT CHIEF OF STAFF, RECRUITING			
RECRUITER	RANK	SSN	RS
DETECTABILITY CODE ASSIGNED		MCC	
SIGNATURE		DATE	

TO BE COMPLETED BY DEPOT ADJUTANT	
REENLISTMENT CODE ASSIGNED	CHARACTER OF DISCHARGE RECOMMENDED
RE	<input type="checkbox"/> Honorable <input type="checkbox"/> General <input type="checkbox"/> Entry Level <input type="checkbox"/> OTH
COMMENTS	

SIGNATURE		DATE	
TO BE COMPLETED BY THE COMMANDING GENERAL			
FROM		TO	
COMMANDING GENERAL, MARINE CORPS RECRUIT DEPOT, SAN DIEGO, CA 92140		COMMANDANT OF THE MARINE CORPS (CODE )	

1. Readdressed and forwarded. The recommendation that the subject named be ☐ retained in ☐ discharged from the U.S. Marine Corps (Reserve) is hereby ☐ approved ☐ disapproved.

2. By copy hereof, it is directed that:

- ☐ Subject named be awarded an ☐ Honorable ☐ General ☐ Entry Level ☐ OTH discharge by reason of:
- ☐ Convenience of the Government (MARCORSEPMAN, par. 6203)
- ☐ Defective Enlistment and Induction (MARCORSEPMAN, par. 6204)
- ☐ Entry Level Performance/Conduct (MARCORSEPMAN, par. 6205)
- ☐ Unsatisfactory Performance (MARCORSEPMAN, par. 6206)
- ☐ Defective Enlistment (MARCORSEPMAN, par. 6402)
- ☐ Drug Rehab Failure (MARCORSEPMAN, par. 6208)
- ☐ Misconduct (MARCORSEPMAN, par. 6210)
- ☐

☐ Subject named be retained in the service and that appropriate entries reflecting this action be recorded in his service records.

SIGNATURE		DATE	
SUBJECT NAMED WAS SEPARATED FROM THE USMC(R) ON			



## SEPSOP

### APPENDIX D

#### ENTRY LEVEL PERFORMANCE AND CONDUCT

1. A member may be separated while in a Entry Level status when it is determined that the member is not qualified for further service by reason of unsatisfactory performance, conduct, or both, as evidenced by incapability, lack of reasonable effort, failure to adapt to the Marine Corps environment, or minor disciplinary infractions.
2. When separation of a recruit in an Entry Level status is warranted by unsatisfactory performance, minor disciplinary infractions, or both, the member normally should be separated under this section. Nothing in this provision precludes separation under another provision of this Manual.
3. Separation processing may not be initiated until the recruit has been counseled concerning deficiencies and has been afforded an opportunity to overcome those deficiencies, as reflected in appropriate counseling and training records. This requirement is particularly important because military service is a calling different from any civilian occupation; a recruit should not be separated when this is the sole reason unless there have been efforts at rehabilitation. Such efforts must include the following and be documented in the recruit's training record:
  - a. Written notification concerning deficiencies or impairments.
  - b. Specific recommendations for corrective action, including any assistance available.
  - c. Comprehensive explanation of the consequences of failure to undertake, successfully, the recommended corrective action.
  - d. Reasonable opportunity for the recruit to undertake the recommended corrective action.
4. The discharge shall be characterized as an Entry Level Separation.
5. Counseling for recruit unsatisfactory performance/conduct (MCRD Form 1610/17) shall be effected no lower than the series officer in the recruit's chain of command. The form will be signed and dated by both the recruit and the counseling officer, with the original filed in the recruit's training record. The decision to record such counseling in the recruit's SRB rests with the Recruit's Commanding Officer.
6. Separation processing may not be initiated until the recruit has been counseled twice, in accordance with MCO P1900.16.

## SEPSOP

7. Upon receipt of the recommendation for discharge, the Recruit Separations Section will file the original of MCRD Form 1610/17 in the recruit's SRB, record a page 11 entry that the required counseling was accomplished, and place copies of the MCRD Form 1610/17 in the training record and discharge package. The page 11 entry will be signed by the recruit and the officer certifying the entry.

8. Tab 1 to this Appendix provide instructions for processing an Entry Level Performance and Conduct discharge.

9. District Commanding Officer's may discharge reservists who are members of the Delayed Enlistment Program or members of the Selected Marine Corps Reserve (SMCR) awaiting initial active duty for training under this provision. Further, if discharge is warranted, these members may receive a characterization of service as Under Honorable Conditions. MCO P1900.16 must be followed prior to discharging the member. An example of an Entry Level separation characterized as under Honorable Conditions would be a refusal to report for duty when ordered.

10. All personnel administratively separated from recruit training will normally be processed under this reason unless processing under a more serious basis is more appropriate and may result in discharge Under Other Than Honorable Conditions.

### DOCUMENTS REQUIRED

<u>Title</u>	<u>Form</u>	<u>Preparer</u>
Recommendation for Admin Discharge	MCRD 1900/17	Unit
Notification of Rights	MCRD 1910/22	SptBn
Request for Psychiatric Evaluation	MCRD 6520/7	Unit (optional)
Training Record Card Entries	N/A	Unit
Application for Enlistment	DD Form 1966	Unit
Counseling for Recruit Unsatisfactory Performance/Conduct	MCRD 1610/17	Unit/SptBn
SRB page 11 Counseling Entry	N/A	SptBn

## SEPSOP

### TAB 1 TO APPENDIX D

#### ENTRY LEVEL PERFORMANCE AND CONDUCT

1. Chapter 6 of MCO P1900.16 indicates that a recruit may be administratively separated when he unmistakably demonstrates a lack of potential to satisfactorily complete recruit training and meets all the criteria listed below:

a. Is not undergoing medical treatment and/or physical disability processing.

b. Is not undergoing punishment under the Uniform Code of Military Justice (UCMJ), or waiting disposition of charges under the UCMJ.

c. Has clearly demonstrated that he cannot, or will not, meet acceptable standards for recruit training due to poor attitude, lack of motivation, lack of self-discipline, inability to adapt socially or emotionally, or lack of potential.

d. Has been counseled concerning the deficiencies causing his unsatisfactory or marginal performance.

e. Has been provided an opportunity to submit a statement to the discharge authority for consideration in rebuttal of the recommendation for discharge.

f. Does not meet the criteria for admin discharge delineated elsewhere in this Manual.

2. Based on this criteria, it is not necessary to obtain a psychiatric evaluation prior to recommending an admin discharge for Entry Level Performance and Conduct. However, any recruit who exhibits actions that could be the result of a mental disorder should be referred to the Mental Health Unit for evaluation. A statement has been included on the Admin Discharge Form (MCRD 1900/17) that the recruit "does or does not exhibit any characteristics of mental or emotional illness," for appropriate checking by the Commanding Officer's of the Recruit Training Battalions.

3. The key to an admin discharge for Entry Level Performance and Conduct is the documentation of training difficulties. The training record must clearly show the recruit was counseled and given an opportunity to correct his deficiencies. Then, when it is determined a recruit does not have the potential to be a Marine, even though he may be highly motivated and has given his best effort, he should be recommended for Entry Level Performance and Conduct discharge.

## SEPSOP

4. The Commanding Officers of Recruit Training Battalions will ensure recruits who have demonstrated difficulty in assimilating training at the normal rate are notified of their deficiencies. Recruits will be counseled regarding these deficiencies prior to their setback in training; or assignment to the Special Training Company for remedial training; or referral to the Mental Health Unit for counseling regarding an identified deficiency. During counseling, the recruit will be advised that failure to make a reasonable effort to overcome his deficiencies can result in disciplinary action. If the deficiencies are not overcome within a reasonable time, he could be recommended for discharge. The recruit will not be offered a discharge as a reward for his continued unsatisfactory performance or advised of any provisions for separation during the counseling. A record of this notification and counseling will be entered in the recruit's training record and countersigned by the recruit (see paragraph 5, Appendix D of this Manual).

5. The Commanding Officers of Recruit Training Battalions will submit recommendations for discharge, to the Recruit Separations Section, Support Battalion, as indicated in this Appendix, for all recruits considered incapable of completing training.

6. The Recruit Separations Section, will process recruits recommended for discharge in accordance with this Manual.

7. The Depot Adjutant Separations Section will:

- a. Review, process and forward completed recruit discharge recommendations to the Commanding General for discharge approval.

- b. Prepare the Depot Special Order and Supplementary Discharge Order directing the recruit's discharge.

- c. Maintain a tracking system, to reflect the status of all recommendations for discharge received and those being processed.

## SEPSOP

### APPENDIX E

#### PROCEDURES FOR PROCESSING MINORITY (UNDER AGE 17) ENLISTMENTS

1. Commanding Officers of Recruit Training Battalions, upon receipt of information indicating a recruit of their organization is serving on a minority (under age 17) enlistment, will:

a. Immediately inform the Assistant Chief of Staff, Recruiting, Recruit Liaison Section (RLS) of all known facts of the possible minority (under age 17) enlistment.

b. Ensure the recruit serving a minority (under age 17) enlistment is not assigned any duties whatsoever.

c. Assemble all documentation pertaining to the minority (under age 17) enlistment with Recommendation for Discharge Form (MCRD 1900/17). Transfer the recruit to the Commanding Officer, Support Battalion, Recruit Separations Section, along with the recruit's SRB, discharge package, and training record.

2. The Officer in Charge, RLS, upon receipt of the information concerning a possible minority (under age 17) enlistment, will, and when possible:

a. Obtain documents pertaining to the case, such as birth certificate, statements, medical reports, Armed Forces ID Card, or report of separation within 48 hours of notification of possible minority (under age 17) enlistment.

b. Notify the Depot Adjutant that a minority (under age 17) enlistment situation exists.

c. Deliver documents to the recruit's Commanding Officer.

3. The Commanding Officer, Support Battalion, Recruit Separations Section, upon receipt of the recruit and documentation pertaining to the minority (under age 17) enlistment, will:

a. Ensure recruits serving minority (under age 17) enlistments are not assigned any duties whatsoever.

b. Continue processing the discharge package.

4. The Depot Adjutant's (Separations Section) will:

a. Upon notification from RLS or the Battalion, log and monitor each case until proper conclusion.

b. Review the discharge package and forward to the Commanding General for final action/approval. Prepare the appropriate discharge orders.

SEPSOP

DOCUMENTS REQUIRED

<u>Title</u>	<u>Form</u>	<u>Preparer</u>
Recommendation for Admin Discharge	MCRD 1900/17	Unit
Application for Enlistment	DD Form 1966	Unit
Supporting Evidence, i.e., Birth Certificate, etc.	NA	RLS

## SEPSOP

### APPENDIX F

#### PROCEDURES FOR PROCESSING MINORITY (AGE 17 WITHOUT PARENTAL CONSENT) ENLISTMENTS

1. Commanding Officers of Recruit Training Battalions, upon receipt of any information which indicates a recruit of their organization is a minor, who enlisted or was inducted with false representation as to age, or without proper consent from his parents or legal guardian, will notify the Assistant Chief of Staff, Recruiting, Recruit Liaison Section (RLS).
2. The Officer in Charge, RLS will obtain from the recruit, a statement pertaining to the concealment of his true age/name, or that he does not desire to make a statement in this regard.
  - a. Take prompt action, as deemed necessary, to establish proof of the recruit's age. Any one of the documents described below will be acceptable for establishing proof of age for correction of service records:
    - (1) A certified copy of the recruit's birth certificate.
    - (2) A certified copy of the recruit's baptism certificate, or other church record, showing the recruit's age or date of birth.
    - (3) Certified copy of a school census record.
    - (4) A certified hospital record of the recruit's birth.
    - (5) A certified census enumeration record.
  - b. Clarify any difference in the recruit's name, as contained in the evidence described above, and the name under which the recruit was enlisted or inducted. Name differences must be clarified by public record or affidavit of two disinterested and credible persons, testifying from their own knowledge as to the identity of the recruit concerned.
  - c. Provide the Director, Personnel Administration Center, with correct information concerning date of birth and name, in order to correct the recruit's service records. Commanding Officers of Recruit Training Battalions will assemble all documentation pertaining to the minority enlistment with a Recommendation for Discharge Form (MCRD 1900/17). Reassign the recruit and forward the discharge package, recruit's SRB, and training record to the Commanding Officer, Support Battalion, Recruit Separations Section for discharge processing.

## SEPSOP

3. The following procedures will be accomplished by the Commanding Officer, Support Battalion, Recruit Separations Section:

a. Cause the recruit to be processed in accordance with Appendix E of this Manual if it has been verified that his true age was under 17 years on the date of his enlistment.

b. Return the recruit to the training battalion if:

(1) The recruit is an enlistee and meets all of the following prerequisites:

(a) His verified date of birth shows he has passed his 17th birthday, but not his 18th birthday.

(b) His enlistment was made with proper consent of his custodial parents or legal guardian.

(c) His custodial parents or legal guardian have not submitted a request for his release or such request was not received by this command, Commandant of the Marine Corps, or any other agency of the Department of the Navy within 90 days of the recruit's date of enlistment.

(2) The recruit is an enlistee and it has been verified that he has passed his 18th birthday, regardless of parent's consent or application for his release.

c. Submit all documentation to substantiate a recommendation for release or discharge for each recruit falling within the following categories:

(1) Under a verified age of 17 years (process as directed in Appendix E of this Manual).

(2) Under a verified age of 18 years, but over 17 years, provided his enlistment was effected without proper consent of his custodial parents or legal guardian, and they have submitted a request for the recruit's release which was received by this Command, the Commandant of the Marine Corps, or other agency of the Department of the Navy, within 90 days from the date of the recruit's enlistment. This 90 day limitation may be waived in exceptional cases where the parent or guardian presents reasonable evidence indicating that such parent or guardian had no knowledge of the minor's enlistment, and upon gaining such knowledge made an expeditious request for his discharge.

### DOCUMENTS REQUIRED

<u>Title</u>	<u>Form</u>	<u>Preparer</u>
Recommendation for Admin Discharge	MCRD 1900/17	Unit
Notification of Rights	MCRD 1910/23	SptBn



# SEPSOP

<u>Title</u>	<u>Form</u>	<u>Preparer</u>
Application for Enlistment	DD Form 1966	Unit
Telecon Record of Fraudulent/ Erroneous Enlistments	MCRD 1100/18	RLS
Parental Request for Discharge	NA	Parents
Birth Certificate	NA	RLS
High School Transcripts	NA	RLS



## SEPSOP

### APPENDIX G

#### DEFECTIVE ENLISTMENT AND INDUCTION

1. The discharge of Marines or a recruit who procure a fraudulent enlistment, induction, or period of active service may be directed. An enlistment, induction, or period of service is fraudulent when deliberate material misrepresentation, including the omission or concealment of facts which, if known at the time, would have reasonably been expected to have precluded, postponed, or otherwise affected the Marine or recruit's eligibility for enlistment or induction.
2. The Standard Form 93 shall not be used as a basis for processing a recruit for discharge due to fraudulent enlistment. Characterization of service shall be Honorable, (General, Under Honorable Conditions), Under Other Than Honorable conditions, or Uncharacterized, in accordance with MCO P1900.16. However, if the fraud involves concealment of a prior separation from the service in which the character of service was not Honorable, characterization normally shall be Under Other Than Honorable Conditions. In the latter case, prior to separation, the notification procedures in paragraph 6303 of MCO P1900.16 must be followed. A Marine processed for separation under Other Than Honorable Conditions must be afforded the Admin Discharge Board procedures contained in paragraph 6304 of MCO P1900.16.
3. Commanding Officers of Recruit Training Battalions, upon receipt of any information which indicates a recruit of their organization was fraudulently enlisted or inducted, will:
  - a. Notify the Officer in Charge, Recruit Liaison Section (RLS) concerning the known circumstances regarding the enlistment.
  - b. Send the recruit with his SRB and training record to the RLS for questioning and investigation.
4. The Officer in Charge, RLS will investigate the facts regarding the enlistment of the recruit, and perform the following:
  - a. Cause the information to be checked against the contents of the individual's DD Form 1966. If information was revealed on the DD Form 1966, and received an appropriate level waiver, no further action is required. If the recruit is an enlistee who concealed pre-service drug use, and a waiver for this drug use is not approved, he will be discharged as a fraudulent enlistee.
  - b. Obtain, from the recruit, a statement pertaining to the concealment of the information, or that he does not desire to make a statement in this regard. An investigation will be conducted to determine if there was recruiter malpractice in concealing certain facts or a willful and knowing concealment of

## SEPSOP

the information by the recruit. The element of fraudulent enlistment exists if the recruit knowingly executed documents during enlistment containing substantial misrepresentation of facts. Special processing of allegations of this type are set forth in paragraph 5 below.

c. If the enlistment was valid, notify the cognizant Battalion Commander so that the recruit may continue training.

d. If it is determined the enlistment is fraudulent, notify the cognizant Battalion Commander of the facts surrounding the enlistment, and provide substantiating documents. All fraudulent enlistments must be substantiated.

e. Sufficient time to resolve the status of a possible fraudulent recruit is five working days. Exceptions will be brought to the attention of the Assistant Chief of Staff, Recruiting.

5. Commanding Officers of Recruit Training Battalions, once it is determined that a recruit did procure a fraudulent enlistment, will:

a. Report the fact to the Finance Officer utilizing NAVMC 11116 for monetary processing.

b. Refer personnel who allege participation in pre-service homosexual acts, admissions, or marriages to the Provost Marshal (CID) for investigation.

c. Prepare a discharge package, with all substantiation provided by RLS, and reassign the recruit to the Commanding Officer, Support Battalion, Recruit Separations Section for discharge processing.

6. The Commanding Officer, Support Battalion will submit the recommendation for discharge to the Commanding General, via the Depot Adjutant for review, processing and approval.

### DOCUMENTS REQUIRED

<u>Title</u>	<u>Form</u>	<u>Preparer</u>
Recommendation for Admin Discharge	MCRD 1900/17	Unit
Notification of Rights	MCRD 1910/23	SptBn
Report of Defective Enlistment	MCRD 1100/8	RLS
Record of Waiver Action	MCRD 1100/2	AC/S, Rctg
Application for Enlistment	DD Form 1966	Unit
Drug Abuse Information	MCRD 1100/17	RLS, Drug cases only

## SEPSOP

### APPENDIX H

#### RECOMMENDATION FOR ADMINISTRATIVE ENTRY LEVEL SEPARATION (ERRONEOUS ENLISTMENT)

1. The Branch Medical Clinic (BMC) will recommend for Entry Level separation, those recruits who do not meet the minimum physical standards for enlistment. Specifically, a recruit who exhibits a condition/defect which, had it been known to the Military Entrance Processing Section (MEPS) at the time of enlistment, would have been found disqualifying. For example, the MEPS may have cleared the recruit for his past knee problems, but had they known he could not run without pain, they would not have done so.

2. In accordance with BUMED P-117, the BMC will provide adequate documentation in the health record to include results of appropriate referral consultations. A recommendation for Entry Level Separation must be included when the recruit is returned to his unit.

#### DOCUMENTS REQUIRED

<u>Title</u>	<u>Form</u>	<u>Preparer</u>
Recommendation for Admin Discharge	MCRD 1900/17	Unit
Notification of Rights	MCRD 1910/22	SptBn
Training Record Card Entries	NA	Unit
Application for Enlistment	DD Form 1966	SptBn
Medical Substantiation	SF 600	BMC
Statements from two Witnesses	NAVMC 10861	Unit
	(Somnambulism only)	
Counseling for Physical Condition that is not a Disability	MCRD 1610/8	Unit/SptBn

3. The Recruit Separations Section will record the counseling on page 11, SRB, file the original MCRD Form 1610/18 on the document side of the SRB, and place copies of the form in the training record and discharge package.

4. Recruits will normally be processed for discharge under this rule, in accordance with paragraph 6204.2 of MCO P1900.16. The following separation identifications will be assigned:

- a. Separation Code of JFC7.
- b. Reenlistment Code of RE-3C.
- c. Characterization of Discharge will be Uncharacterized.



## SEPSOP

### APPENDIX I

#### DISCHARGE OR RELEASE FROM ACTIVE DUTY FOR REASON OF DEPENDENCY OR HARDSHIP

1. Submission of Request. Request for discharge by reason of dependency or hardship will be submitted to the Commanding General, via the chain of command, for final action, in accordance with paragraph 6407 of MCO P1900.16. Each request will be delivered to the Depot Adjutant with SRB, for review, processing, and recommendation to the Commanding General.
2. Dependency/Hardship Discharge Board. The Commanding Officers, Recruit Training Regiment, Headquarters and Service Battalion, Weapons and Field Training Battalion, and Districts will appoint a Dependency/Hardship Discharge Board in accordance with the provisions of paragraph 6407.6 of MCO P1900.16, and as directed by the Commanding General. In recruit cases, the Commanding Officer, Recruit Training Regiment may, at his discretion, authorize Recruit Training Battalions to appoint such boards as he may require in lieu of a Regimental Board.
3. Board Appearance. Personnel appearing before a Hardship or Dependency Discharge Board will be advised that they may bring additional evidence of dependency or hardship, not included in the original request, before the Board for consideration.
4. Separation Orders. All dependency/hardship discharge cases, approved by the Commanding General, will be referred to the Commanding Officers, by an approval endorsement signed by the Commanding General, and a Depot Special Order directing the discharge of the individual. In the event separation cannot be effected, the matter will be referred to the Depot Adjutant. When final action has been taken, the application and all supporting documents will be forwarded, with the individual's closed out SRB, to the appropriate addressee.
5. Final Action Required by Commandant of the Marine Corps. A request for a hardship discharge, which is not approved for separation, will be endorsed by the Commanding General and forwarded to the Commandant of the Marine Corps, for final determination.
6. Special Instructions Pertaining to Hardship and Dependency Applications by Recruits
  - a. Submission of Request. Recruit applications will be prepared and submitted as outlined in paragraph 1, above.
  - b. Retention Beyond Normal Outpost Date. Every effort will be made to preclude the necessity for retaining a recruit beyond his normal outpost date. A recruit will not be in a casual status after completion of recruit training, except in an extreme

## SEPSOP

hardship case, awaiting arrival of necessary documentation, or other information to support an application for hardship discharge. If a recruit, upon transfer, indicates a desire to submit such application, and the required documents are insufficient, the recruit will be advised to submit the request at his new duty station. A record of such cases will be kept to assist in answering any future inquiries. A page 11 entry, SRB will be recorded, explaining the circumstances and any other pertinent information that may assist the gaining command in the process of the application, upon join.

c. Final Disposition. Upon approval of a hardship or dependency discharge request, the recruit will be processed for discharge. If the request is disapproved, the recruit will be outposted or returned to training, as appropriate. The endorsement to Commandant of the Marine Corps for recruits who have completed recruit training will indicate the fact that the individual concerned either has been or will be outposted.

### DOCUMENTS REQUIRED

<u>Title</u>	<u>Form</u>	<u>Preparer</u>
Recommendation for Admin Discharge (or Administration Action (AA) Form)	MCRD 1900/17	Unit
Affidavits/Witness Statements of Individuals Aware of Hardship	NA	Unit/Indiv



# SEPSOP

## APPENDIX J

### EXISTED PRIOR TO ENTRY (EPTE) MEDICAL BOARD

1. An EPTE Medical Board will be utilized to process recruits who cannot train as a result of a medical condition/defect which existed prior to entry. A recruit who has a questionable EPTE history, questionable aggravations to an existing condition or defect, or who has had a Commandant of the Marine Corps waiver for a condition or defect which now prevents him from training, will receive a EPTE Medical Board recommendation. After the Branch Medical Clinic (BMC) determines that for medical reasons the recruit can no longer train, the recruit's Commanding Officer will reassign the recruit to the Recruit Separations Section, Support Battalion, for discharge processing.

### DOCUMENTS REQUIRED

<u>Title</u>	<u>Form</u>	<u>Preparer</u>
Medical Board Summary	MCRD 1970/27	BMC
Narrative Summary (Completed)	SF 502	BMC
Medical Board Cover Sheet	NAVMED 6100/1	BMC
Medical Board Statement of Patient	NAVMED 6100/2	BMC
Statement of Patient regarding continuation of medical care	Letter	BMC
Health Record with recommendation for EPTE Medical Board	NA	NA
Consultation Sheet (If required for diagnosis)	SF 513	BMC
Final Discharge Information/ Counseling Form	NA	Unit
Record of Military Processing- Armed Forces of the U.S.	DD Form 1966	SptBn (From SRB)
Recruit Training Record	NA	NA
CG's Supplementary Discharge Authority	Letter	Dep Adj

## SEPSOP

<u>Title</u>	<u>Form</u>	<u>Preparer</u>
Endorsement on MCRD San Diego Report on Medical Board, for forwarding to CMC (MMSR)	Letter	Dep Adj
2. The discharge cycle for EPTE Medical Board is the same as that of any normal recruit discharge, <u>four</u> working days commencing upon the receipt of a Medical Board from the BMC. The BMC has five working days to complete an EPTE Medical Board, upon its dictation.		
3. See paragraph 2000.5 of this Manual for guidelines regarding transportation of medically boarded recruits.		

## SEPSOP

### APPENDIX K

#### DEFECTIVE ENLISTMENT AND INDUCTION - ERRONEOUS ENLISTMENT

1. A Marine/recruit may be separated on the basis of an erroneous enlistment, induction, or extension of enlistment in the following circumstances:

a. The enlistment would not have occurred had the relevant facts been known by the Marine Corps or had appropriate directives been followed.

b. The enlistment was not the result of fraudulent conduct on the part of the individual.

c. The defect is unchanged in material respects.

#### DOCUMENTS REQUIRED

<u>Title</u>	<u>Form</u>	<u>Preparer</u>
Recommendation for Admin Discharge	MCRD 1900/17	Unit
Notification of Rights	MCRD 1910/23	Unit
Final Discharge/Counseling Form	NA	Unit
Record of Military Processing Armed Forces of the U.S.	DD Form 1966/1	Unit/RLS (From SRB)
Telecon Record of Erroneous Enlistment	MCRD 1100/18	Unit/RLS



## SEPSOP

### APPENDIX L

#### SEPARATION IN LIEU OF TRIAL BY COURT-MARTIAL (SILT)

1. A Marine may be separated upon request, in lieu of trial by Special Court-Martial, if charges have been preferred with respect to an offense for which a punitive discharge is authorized, and it is determined that the Marine is unqualified for further military service. The Manual for Courts-Martial 1984 may be used to determine if a punitive discharge is authorized and if the charges have been referred to a court-martial authorized to adjudge a punitive discharge.
2. Characterization of service normally shall be Under Other Than Honorable Conditions, but characterization as Under Honorable Conditions (General) may be warranted in some circumstances. Characterization as Honorable is not authorized for Marines who have completed Entry Level status, unless the Marine's record is otherwise so meritorious that any other characterization clearly would be inappropriate. When characterization of service, Under Other Than Honorable Conditions is not warranted for a Marine in an Entry Level status, the separation shall be described as an Entry Level separation.
3. Procedures. The request for discharge shall be submitted in writing, using a Recommendation for Admin Discharge, MCRD Form 1900/17, with the following attached as enclosures:
  - a. The Marine shall be afforded an opportunity to consult with qualified counsel. If the member refuses to do so, the Commanding Officer shall prepare a statement to this effect which shall be attached to the case, and the member shall state that the he/she waived the right to consult with counsel.
  - b. Unless the Marine has waived the right to counsel, the request shall be signed by counsel.
  - c. In the written request, the Marine shall state that he or she understands the following:
    - (1) The elements of the offenses charged.
    - (2) That characterization or service Under Other Than Honorable Conditions is authorized.
    - (3) The adverse nature of such a characterization and possible consequences.
  - d. The request shall also include:
    - (1) An acknowledgment of guilt to one or more offenses charged, or of any lesser included offense, for which a punitive discharge is authorized.

## SEPSOP

(2) A summary of the evidence, or list of documents (or copies thereof) provided to the Marine, pertaining to the offenses for which a punitive discharge is authorized.

e. Statements by the Marine, or the Marine's counsel, submitted in connection with a request under this provision are not admissible against the member in a court-martial except as provided by Military Rules of Evidence 410.

4. Recruit (SILT). Recruits who have been in an unauthorized absence status for more than 30 days, and have been declared a deserter, may be referred to a court-martial. Upon the recruit's request for SILT, the Commanding Officer, Support Battalion, Recruit Separations Section will:

a. Refer the recruit to the Assistant Chief of Staff, Staff Judge Advocate.

b. Ensure the recruit is physically fit for discharge.

c. The written request for discharge, prepared by Assistant Chief of Staff, Staff Judge Advocate, should be included as an enclosure to the Recommendation for Admin Discharge, MCRD Form 1900/17. The discharge package will be forwarded to the Commanding General for final discharge determination.

## SEPSOP

### APPENDIX M

#### PROCESSING OF AN INCREMENTAL INITIAL ACTIVE DUTY FOR TRAINING (IIADT) 84-DAY RESERVIST

1. This Appendix provides the guidance for separation of an Incremental Initial Active Duty for Training (IIADT) 84 day Reservist, who is been unable to complete sufficient training to graduate, and must be separated in order to meet his contractual school commencement date.

a. The Recruit will initiate a request to be separated, through his unit. The unit will reassign the recruit to the Recruit Separations Section, Support Battalion, for processing. The Separations Section will prepare the recruit's request and forwarded it to the Commanding General, via the Depot Adjutant, using an Administration Action (AA) Form. Refer to paragraph 6405.1b of MCO P1900.16 and MCO 1001R.54.

b. The following information will be included in the AA Form for discharge:

- (1) Date entered IIADT.
- (2) EAS.
- (3) Last training date before recycle.
- (4) Graduation date of original platoon.
- (5) Last school registration date.

c. Additionally, the following documentation will be included in the AA Form, as enclosures:

- (1) Certified copy of DD Form 1966.
- (2) Certified copy of Original Orders.
- (3) Verification of civilian school commencement date.
- (4) Certified copy of page 11, SRB which will contain the following: "I have been counseled this date concerning my retention/discharge from recruit training. I have been afforded the opportunity to be retained and I choose to be discharged."

d. The discharge request (AA Form) will be forwarded via the chain of command, with the SRB and training record, to the Depot Adjutant for processing.

e. Specific reasons why this recruit was unable to complete training must be provided, i.e., request discharge, due to not being able to complete recruit training prior to his EAS, in order to meet contractual school commencement date, etc.





## SEPSOP

### APPENDIX N

#### MISCONDUCT (NORMALLY PERMANENT PERSONNEL)

1. Whenever a Marine is involved in misconduct, commanders shall process the Marine for separation, unless rehabilitation and retention is warranted under the guidelines in paragraph 6105 and 6309 of MCO P1900.16. Characterization of service will normally be Under Other Than Honorable Conditions, but characterization as Under Honorable Conditions (General) may be warranted in some circumstances. For Marines who have completed Entry Level status, characterization of service as Honorable is not authorized, unless the Marine's record is otherwise so meritorious that any other characterization clearly would be inappropriate. When characterization of service Under Other Than Honorable Conditions is not warranted for a Marine in Entry Level status, the separation shall be as an Entry Level separation. Separation processing for a series of minor disciplinary infractions, or a pattern of misconduct, may not be initiated until the member has been counseled in accordance with the guidelines set forth in paragraph 6105 of MCO P1900.16. Counseling and rehabilitation are not required if the basis of separation is a commission of a serious offense, a civilian conviction, a similar juvenile adjudication, or a conviction involving drug abuse.

2. Minor Disciplinary Infraction. A Marine may be separated when there is a documented series of at least three minor disciplinary infractions during the current enlistment, of a nature which have been or would have been appropriately disciplined under Article 15, Uniform Code of Military Justice, Commanding Officer's Nonjudicial Punishment. If separation of a member in Entry Level status is warranted solely by reason of minor disciplinary infractions, the processing should be Entry Level Performance and Conduct. Separation processing may not be initiated until the Marine has been counseled per MCO P1900.16, paragraph 6105. The procedures contained in MCO P1900.16, paragraph 6304, shall be used if the Marine is processed for discharge Under Other Than Honorable Conditions.

3. A Pattern of Misconduct. A Marine may be separated when there is a pattern of more serious infractions per MCO P1900.16, paragraph 6210, which includes two or more discreditable involvements with civil and/or military authorities, or two or more instances of conduct prejudicial to good order and discipline within one enlistment. Such a pattern may include both minor and more serious infractions. A Marine with an established pattern of dishonorable failure to pay just debts and/or contribute adequate support to dependents may be processed under this paragraph. Separation processing may not be initiated until the Marine has been counseled per MCO P1900.16, paragraph 6105. The procedures contained in MCO P1900.16, paragraph 6304 shall be used if the Marine is processed for discharge Under Other Than Honorable Conditions.

## SEPSOP

4. Sexual Perversion. Sexual perversion is not a basis for discharge. Marines involved in the commission of lewd and lascivious acts, sodomy, indecent exposure, indecent act(s) with assault upon a child, or acts of compensation shall be processed per MCO P1900.16, paragraphs 6210.6 or 6210.7, as appropriate.

5. Drug Abuse. For specific guidance, see MCO P5300.12, as only a cursory overview is provided below.

a. Commanders may process Marines for illegal, wrongful, or improper use, possession, sale, transfer, distribution, or introduction on a military installation of any controlled substance, marijuana, or other dangerous or illicit drug; or the possession, sale, or transfer of drug paraphernalia, as defined in SECNAVINST 5300.28. Evidence obtained from an involuntary urinalysis administered pursuant to an inspection under Military Rules of Evidence 311, MCM 1984, or from a search and seizure under Military Rules of Evidence 311-317, MCM 1984; or incident to an exam conducted for a valid medical reason, may be used to characterize a member's discharge as Under Other Than Honorable Conditions. The procedures contained in MCO P1900.16, paragraph 6304, shall be used when separating a Marine under these provisions, unless a characterization of service more favorable than Other Than Honorable is required.

b. Characterization of service for drug related offenses more favorable than Under Other Than Honorable Conditions may only be approved by Commandant of the Marine Corps or an Administrative Discharge Board. See paragraph 1004.4g of MCO P1900.16 for additional guidance.

c. A person whose enlistment is voided due to alcohol or drug dependency shall be referred to a civilian treatment facility.

d. Members who test positive, but are not found dependent, for drugs or alcohol during an initial entry drug or alcohol test, may be separated under the basis of MCO P1900.16, paragraph 6204.2, Erroneous Enlistment. Counseling required in MCO P1900.16, paragraph 6105, is waived in this instance. Commanding Officers are not precluded, in appropriate cases, from taking disciplinary action against a member or processing a member for discharge, with or without a characterization, under an alternative basis for separation.

(1) Personnel who refuse to consent to testing or evaluation during initial entry on active duty (IEAD), or who are confirmed positive for drug use, shall be processed for separation.

(2) Personnel confirmed positive for drug use alone shall be processed for separation.

## SEPSOP

(3) Personnel confirmed positive at a 0.05 blood alcohol level, or greater, shall be processed for separation, unless the General Court-Martial Convening Authority of the Recruit Depot, or their delegated authorities, waive this provision on a case-by-case basis.

6. New Entrant Drug and Alcohol Testing. The enlistment of any person determined to have been dependent on drugs or alcohol at the time of such enlistment shall be voided; and shall normally be given an uncharacterized separation. The following guidelines apply:

a. The basis of separation for members found dependent on drugs or alcohol shall be a void enlistment (10 U.S.C. 978).

b. Dependency will be determined by a medical officer using appropriate medical/psychiatric criteria.

## 7. Civilian Conviction

a. Commanders may process Marines for separation who are convicted by civilian authorities (foreign or domestic), for actions taken which are tantamount to a finding of guilty, including similar adjudications in juvenile proceedings, when:

(1) The specific circumstances of the offense warrants separation, and

(2) A punitive discharge would be authorized for the same or a closely related offense under the Uniform Code of Military Justice; or

(3) The sentence by civilian authorities includes confinement for six months or more without regard to suspension or probation.

b. Separation processing may be initiated whether or not a individual has filed an appeal of a civilian conviction, or has stated an intention to do so. However, execution of an approved separation should be withheld pending outcome of an appeal, or until the time for appeal has passed, unless the Marine has requested separation or the member's separation has been directed by the Commandant of the Marine Corps. Such requests must be approved by the Secretary of the Navy who may direct that the member be separated prior to final action on the appeal.

## 8. Commission of a Serious Offense

a. A Marine may be separated for commission of a serious offense, military or civilian, under the following circumstances:

(1) The specific circumstances of type offense warrant separation; and

SEPSOP

(2) A punitive discharge would be authorized for the same or a closely related offense under the Uniform Code of Military Justice.

b. A military or civilian conviction is not required for discharge under this provision.

## SEPSOP

### APPENDIX O

#### DISCHARGE FOR HOMOSEXUALITY

1. Homosexuality is incompatible with service in the Marine Corps. The presence, in the Marine Corps environment, of persons who engage in homosexual conduct or who, by their statements, demonstrate a propensity to engage in homosexual conduct, seriously impairs the accomplishment of the military mission, by adversely affecting the ability of the Marine Corps to maintain discipline, good order, and morale. Such persons shall normally be separated from the Marine Corps. As used in this provision:

a. Homosexual means a person, regardless of sex, who engages in, desires to engage in, or intends to engage in homosexual acts;

b. Bisexual means a person who engages in, desires to engage in, or intends to engage in homosexual and heterosexual acts; and

c. A homosexual act means bodily contact, actively undertaken or passively permitted, between members of the same sex, for the purpose of satisfying sexual desires.

2. A Marine whose separation is warranted under paragraph 6207 of MCO P1900.16 shall be processed for admin separation. However, nothing herein precludes disciplinary action, in accordance with the Uniform Code of Military Justice, when such action is determined by proper authority to be appropriate under the circumstances. In this connection, there is no right on the part of any individual to demand trial by court-martial in lieu of admin processing.

3. A Commander who receives apparently reliable information that separation of a member is warranted under MCO P1900.16, shall inquire thoroughly into the matter to determine all the facts and circumstances of the case. Great care and objectivity must be exercised to lawfully develop and document all pertinent facts. All persons involved should be thoroughly questioned and the relevant facts fully recorded. The Naval Investigative Service Office will render professional investigative assistance and advice, as appropriate.

4. Due to the recent changes in administration separation procedures for Homosexuals, the following policies will be adhered to:

a. Commanders will continue to process cases involving Homosexuals as outlined in MCO P1900.16.

(1) Cases in which the Marine requests a discharge, for homosexual admission or conduct:

(a) GCMA's are granted the authority to process and discharge Marines who have "formally requested discharge" per

## SEPSOP

MCO P1900.16. This request must be made directly and in writing using an Administration Action (AA) Form, signed and dated by the Marine making the request. The Marine may not be coerced into this discharge decision. A signed and dated copy of the written request will be filed on the document side of the member's OQR/SRB.

(2) Cases where the reason for separation recorded on the separation documents and placed in the member's OQR/SRB is Homosexuality, and the Marine does not request discharge:

(a) The GCMA will refer/forward these cases to the Secretary of the Navy, via the Commandant of the Marine Corps (MMSR-3).

5. Entry level separations for Homosexuality will be processed as indicated above.

6. The authority for GCMA's to separate members for Homosexuality is suspended, except as described in paragraph 4a(1)(a) above.

7. Commanders will not hold in abeyance, the processing of Homosexual separations. Separation recommendations will be forwarded to the Commandant of the Marine Corps (MMSR-3).

8. Refer to ALMAR's 048/93 and 077/93 regarding the new changes in Homosexuality Separation Processing.

### DOCUMENTS REQUIRED

<u>Title</u>	<u>Form</u>	<u>Preparer</u>
Administration Action Form	AA Form	Unit
Notification of Separation Proceedings (Board Required)	MCRD 1910/23	CO
Request for Psychiatric Evaluation	MCRD 6520/7	Unit
Criminal Investigation Report	NA	NIS
Commander's Recommendation	Letter	CO
SJA Memorandum	Letter	SJA

## SEPSOP

### APPENDIX P

#### SEPARATION FOR PSEUDOFOLLICULITIS BARBAE

1. Commanders are to ensure personnel who have this condition have an opportunity to participate in a treatment program prior to consideration for admin processing in accordance with MCO 6310.1.
2. Ensure all personnel concerned honor no shaving authorizations, and do not require personnel on the treatment program for this condition to alter medically prescribed treatment to meet special requirements for inspections and/or other special occasions.
3. Consider disciplinary action for malingering, prior to admin processing for separation, where medical officers have documented refusal or unwillingness to participate in the treatment program.
4. When a member is diagnosed by a medical officer to be suffering from a permanent condition of pseudofolliculitis barbae, he will be processed for discharge in accordance with this Manual and MCO P1900.16. However, to preclude loss of potential mobilization assets, the Commanding Officer will screen those Marines eligible for honorable discharge, and will recommend discharge only in those cases which clearly demonstrate the Marine has no mobilization potential whatsoever. All others should be recommended for transfer to the Individual Ready Reserve using the procedures outlined in MCO 1900.16.

#### DOCUMENTS REQUIRED

<u>Title</u>	<u>Form</u>	<u>Preparer</u>
Recommendation for Admin Discharge	MCRD 1900/17	Unit
Notification of Rights	MCRD 1910/22	Unit
Medical Record of Pseudofolliculitis Barbae Treatment	NA	BMC
Medical Officer's Confirmation of Permanent Condition	NA	BMC
Commanding Officer's Recommendation	NA	CO





## SEPSOP

### APPENDIX Q

#### SEPARATION OF PREGNANT MARINES

1. This Appendix provides guidelines for separation of an enlisted Marine who becomes pregnant, and request separation from active service.

a. An enlisted Marine whose pregnancy has been certified by a medical officer, must notify her Commanding Officer in writing of her desire to either separate from or continue active duty per paragraph 6408, MCO P1900.16, and MCO 5000.12.

b. The Marine will normally be separated by reason of pregnancy upon her request, unless retention is in the best interests of the service. The request will normally be denied when she has:

(1) Executed orders in the known pregnancy status.

(2) Received fully funded education; or education for which she incurred obligated service.

(3) Completed advance technical training.

(4) Received special compensation, during the current enlistment (e.g., reenlistment bonus).

(5) An MOS which due to military exigencies, requires retention.

(6) Becomes indebted to the government as a result of unearned leave (advance and excess leave), advance pay, reductions in grade, and fines and forfeitures. However, an individual Marine may be considered eligible for early separation provided the individual makes a cash remittance prior to the initiation separation processing.

2. If otherwise eligible, pregnant Marines may request separation by submitting an Administrative Action (AA) Form, to the Commanding General, MCRD/WRR via the chain of command. The request will include a medical officer's certification of pregnancy and a statement of understanding that she remains eligible for maternity care, following her release from active service. Requests for separation can only be submitted once medical certification of pregnancy is obtained. Separation will be effected no later than four weeks prior to the estimated date of delivery, however, an earlier separation date may be requested.

3. To preclude the loss of potential mobilization assets, Marines requesting separation will normally be transferred to the Individual Ready Reserve (IRR), vice discharge, per paragraph 6401.5, MCO P1900.16.

